

Grants and Donor Development Coordinator

Landis Valley Associates (LVA) are seeking a successful experienced and motivated individual for the position of Grants and Donor Development Coordinator. This person will develop, implement, and coordinate a fundraising program to support the operations of Landis Valley Village & Farm Museum and develop and coordinate Donor recognition, relationships, and partnerships.

The position reports to the Board of Directors of the Landis Valley Associates and is a member of and works closely with the LVA Fund Development Committee to meet the organization's strategic Funding Goals.

Responsibilities:

- Plan and execute solicitation strategies leading to successful grants, sponsorships, and individual donations
- Develop a comprehensive grant funding program
 - o Identify and research potential grantors
 - o Prepare grant inquiries and applications
 - o Administer grants
 - o Track grant activities and funding expenses
 - o Submit reports to grantors
 - o Acknowledge, thank, and recognize donors
- Draft, coordinate and execute direct mail solicitation appeals and timely acknowledgement letters
- Maintain donor relations activities including:
 - o Retention of current donors
 - o Assisting with solicitations
 - o Developing cultivation strategies for specific donors
 - o Expanding and diversifying donor base
 - o Contact or arrange visits with potential or existing donors
- Develop relationships with businesses to obtain other sponsorships, donations, gift-in-kind donations, and event participation
- Develop a Corporate sponsorship program and related recognition
- Assist with fundraising efforts related to such annual LVA fundraising events as:
 - o Spring Benefit Auction (April)
 - o Summer Appeal (end of fiscal year)
 - o Extraordinary Give Campaign (November)
 - o Annual Appeal (November)
- Maintain donor and membership databases as well attract new members, send out renewal reminders, track/update list(s) in software (Little Green Light) and thanking members
- Develop and implement annual donor recognition program
- Assist the Special Events & Marketing Coordinator in developing materials to support and promote fundraising events and campaigns
- Attend LVA staff meetings
- Provide timely reports to the monthly Fund Development Committee and LVA Board

Qualifications:

- Associate or Bachelor's degree in a related field
- Three years fundraising experience in not-for-profit development sector
- Demonstrated success in grant writing, application and awards
- Knowledge of the principles and practices of the Advancement/Development profession
- Proven experience in applying this knowledge to develop and carry out successful fundraising
- Ability to assist in the conceptual development of fund development promotional materials
- Excellent computer skills, including proficiency in Microsoft Office Suite, Little Green Light database management experience
- Ability to meet annual fundraising goals
- Excellent written/oral communication skills
- Exceptional interpersonal skills
- A proven ability to organize and prioritize work, self-motivate, work independently, and work as a team member and with the Board.

Requirements:

This position is up to 30 hours/week and may include some evenings and weekends, based on the events and needs of the organization

An office will be provided onsite at the Landis Valley Village & Farm Museum with flexibility to work remote as needed