



**HURRICANE ISLAND
OUTWARD BOUND SCHOOL**

*Position: Development
Coordinator*

Location: Camden, Maine

*Reports To: Development
Director*

FLSA: Non-Exempt

Date Updated: August 2021

JOB DESCRIPTION

Summary

The Hurricane Island Outward Bound School (HIOBS) is a non-profit educational organization and an independent member of the federated Outward Bound (OBUSA) national network. Our educational approach is rooted in the challenging and supportive environment of the outdoors and grounded in the science of learning development. The skills students learn on course help them demonstrate long-term outcomes that include self-actualization, social responsibility, and leadership. Our vision is a more resilient and compassionate world, with more resilient and compassionate citizens.

The Development Coordinator (DC) reports to the Development Director and is part of a dynamic, three-person team within HIOBS. The DC is responsible for all development related data management, including accurate record keeping, quarterly reporting, gift entry & acknowledgment, prospect research, and mail and digital appeal coordination. The DC also supports the tracking of student impact, reporting to donors, and submitting grant proposals & reports.

If you have strong analytical and communication skills, experience with managing donor databases, and a passion for experiential education—this role could be an excellent fit. Strong customer service skills, and the ability to lead projects independently as well as work in collaborative teams are a must. Grant writing and reporting experience would be a huge plus. This is a great role for someone who is looking to grow their database, communications, and philanthropic skills and who is passionate about student impact and the outdoors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process donations and payments in the donor database daily and maintain gift acknowledgement, processing, reporting and filing system. Generate all acknowledgement letters, gift receipts, and pledge reminder notices. Update, as needed, all acknowledgement templates and processes in Salesforce.
- Support direct mail & digital appeals, including the generation of mailing lists & coordinating social media outreach campaigns.
- Provide Development team with accurate, timely data to inform and structure various types of campaign efforts. Includes creating and implementing prospect research systems to support qualification and cultivation efforts.
- Support communications to a range of audiences, including alumni, board, and members/donors.
- Support the management of student outcome data and student reflection letters, including maintain digital records.
- Assist in the submission of grant application materials including proposals and reports.
- Support events including invitationals, Annual General Meeting, etc.
- Support Development Director in management of Development Committee & HIOBS Council, schedule and attend meetings, take and circulate minutes and action memos.
- Assist the DD with reporting (monthly, quarterly, annually) on various KPIs for the Annual Fundraising performance.
- Maintain and order office supplies.

In addition to the above responsibilities, the position may be also required to do other duties as assigned.

KNOWLEDGE AND SKILLS

- Successful applicant will be both detail-oriented and a systems-level thinker who enjoys research as well as outreach.
 - Must have demonstrated communication skills especially in writing and proofing as well as verbal communications.
 - Must enjoy working in a collaborative environment and the have ability to work independently.
 - Applicant must possess excellent computer skills including fluency in MS Office Suite, Salesforce (or similar database), Constant Contact (or similar email client). Experience with graphic design software a large plus.
 - Ability to effectively support a variety of projects with varied deadlines.
 - Commitment to Donor Bill of Rights and confidentiality.
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EDUCATION AND WORK EXPERIENCE

- Bachelor's Degree in related field (preferred).
 - 2-3 years administrative, database, and/or development experience.
 - Proven communication, copywriting, and editorial skills.
 - Proven experience with database coordination and Excel.
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Location Position requires regular hours on site at the Camden, ME administrative office. After an initial orientation period, **a partially remote work schedule may be considered**. Events and board meetings will require some evening and weekend hours.

Compensation This is a full-time, 40 hr./week position with excellent benefits. Benefits include health, dental, short and long-term disability, life insurance, 401(k), wellness benefit, and outdoor industry perks. Starting wage commensurate with experience and skill-level: \$17-\$20/hr.

Equal Employment Opportunity HIOBS is an equal opportunity employer and works to include diversity amongst its staff. HIOBS prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants, without regard to sex, gender identity, race, color, religion, national origin, ancestry, age, marital status, mental or physical ability, sexual orientation, genetic information, veteran status, or any other classification protected by federal, state, or local law. Equal Employment Opportunity applies to all personnel practices, including (but not limited to) recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.

Application Instructions Please forward a resume & cover letter to development@hiobs.org Applications received before 9/8 will be given priority.
