

JOB VACANCY

Position: DEVELOPMENT COORDINATOR

Location: 227 E WASHINGTON BLVD; FORT WAYNE

Hours: 7:30 A.M. - 5:30 P.M. Monday – Thursday, Friday 7:30-11:30 (Additional hours as required)

Starting Salary Range: \$20.00 – \$23.00 per hour

JOB SUMMARY

The Development Coordinator is responsible for daily tasks associated with the Development Department including organizing paper and computer files, database management, website management, event support, correspondence, tracking, and other functions as directed by the Development Manager.

JOB DUTIES

1. Serve as the database manager for the department, adding and updating records, learning new features, and providing reports as needed.
 2. Coordinate cash and in-kind donation appeals, enter gifts in database, and produce thank you letters.
 3. Assist with Brightpoint events: coordinate planning, process registrations, track attendance, enter donations, produce thank you letters, and assist with day-of responsibilities
 4. Facilitate Outreach Committee and help coordinate and track outreach events.
 5. Assist with communication internally and externally including press releases, newsletters, email, communication board messages, website, and social media.
 6. Implement Brightpoint Values at all times.
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SKILLS AND QUALIFICATIONS

1. Associate degree in related field or at least 2 years' experience in a similar position.
 2. Excellent computer skills especially with database management (experience with Bloomerang a plus) and website management (WordPress) and proficiency in Microsoft Office.
 3. Highly organized and detail-oriented.
 4. Excellent writing and grammar skills.
 5. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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DATES FOR INTERNAL POSTING: FROM 11/18/22 TO Until filled

TENTATIVE DATES FOR EXTERNAL POSTING: 11/18/22 TO Until filled

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213

APPLICATIONS ACCEPTED – 227 E. Washington Blvd, Fort Wayne, IN

8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY

OR VIA THE INTERNET AT www.mybrightpoint.org

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.