



P.O. Box 21471  
Washington, D.C. 20009  
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www.larche-gwdc.org

## **Development Coordinator Role Description**

L'Arche Greater Washington, DC provides housing and support services to adults with intellectual disabilities in a community life of mutual transformation and joy! L'Arche GWDC serves hundreds of people in the wider community, of many different backgrounds, by offering a place of belonging and growth. Our Development Coordinator will be an innovative thinker and task-driven person who holds a wide range of fundraising responsibilities. A successful Development Coordinator will seek to enrich relationships while communicating L'Arche's mission and raise the resources needed to further L'Arche's impact.

**Supervised by:** Director of Development and Communications

**Supervises:** Interns and volunteers as applicable

### **Key Responsibilities:**

#### **1. Gift-processing and database management 30%**

- Daily management of fundraising record keeping and documentation in CRM system, and collaboration with finance team for coding and reconciliation.
- Preparation and distribution of all gift acknowledgements and tax receipts.
- Processes all general inquiries via phone, email, and physical mail.

#### **2. Coordination of fundraising activities 60 %**

- Manage annual giving program:
  - Execute campaigns and appeals through various media (mass mailings, email marketing, etc.).
  - Collaborate with Communications and Outreach Manager on messaging and strategy for digital fundraising campaigns, annual reports, etc.
  - Develop fresh tools to connect with new audiences of potential supporters.
- Donor cultivation and stewardship:
  - Manage donor experience and stewardship plans for current, prospective, and lapsed donors to them in the work of L'Arche and grow their annual giving.
  - Create innovative ways to acknowledge and show donors the impact of their gift; exceed donor expectations with creative ways to show our appreciation.
- Lead corporate sponsorship strategy
  - Design and implement strategy and solicit gifts to support spring fundraising event.

#### **3. Development and Communication team coordination 10%**

- Coordinate development team meetings and board development committee meetings.
- Co-work with [Friendship Builder](#) to extend the L'Arche community through friend-raising.
- Manage relationships with third party fundraising organizations, event coordinators, and other development and communications vendors.
- Create and collaborate on key website functions

*Other Development and Communications duties as assigned, based on needs, skillset and interests!*



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**Qualifications:**

- Experience and desire to work with people with disabilities.
- Ability to communicate the mission of L'Arche with passion and integrity.
- Ability to thrive in a donor-driven environment.
- Optimistic and proactive approach to detail-oriented work.
- Motivated by creating new relationships and meeting strategic financial goals.
- Effective time management, prioritization with strong initiative and independence; a self-starter and idea generator.
- Excellent written and verbal communication skills.
- Demonstrated knowledge of digital marketing and communications systems.
- Demonstrated knowledge of fundraising and experience making direct fundraising solicitations.
- Solid understanding, or ability to learn of CRM system.
- Bachelor's degree and/or 2+ years of experience in Nonprofit development, preferred.

**Salary & Benefits:**

- Meaningful, mission-based, and community-focused work.
- Excellent Medical, Dental and Vision coverage, 5% matching 401k contributions after 1 year.
- Professional Development Opportunities with inclusion focus.
- Flexible schedule 60% virtual, 40% in person, with some evenings and weekends.
- Hourly rate between \$18-\$28, based on experience.
- Local travel within the DMV occasionally required.

*L'Arche Greater Washington, DC is an equal opportunity employer.*