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## Development Operations Coordinator

### About Us

Founded in 1954 and headquartered in Saint Paul, the Epilepsy Foundation of Minnesota (EFMN) serves Minnesota and portions of Eastern North Dakota.

We are a mission-driven organization working to educate, connect, and empower people about issues surrounding epilepsy and seizures. Our vision is a world in which people living with seizures realize their full potential. In order to make that vision a reality, our dedicated staff provide a wide range of programs and services for people with seizures, their families, and the wider community.

On a practical level, this can mean delivering trainings to teachers and school nurses who have a child with epilepsy in their care; facilitating support groups for adults living with epilepsy; running a summer camp for children who might not otherwise be able to attend one; offering no cost seizure first aid trainings; designing awareness campaigns to educate the general public about epilepsy and fight the stigma surrounding seizures; coordinating events to bring together people impacted by epilepsy; sharing community resources through our Information Services hotline; advocating for those living with epilepsy and so much more. Last year we touched the lives of over 170,000 constituents with our programs, events, and outreach efforts.

EFMN offers a vibrant and team-driven atmosphere with a strong commitment to our community and to our mission. For more information about EFMN, please visit our [website](#), check out our pages on [Facebook](#) and [Linked In](#), or read our [2019 Annual Report](#).

### Primary Duties:

The development operations coordinator supports all development activities and strategies to achieve the organization's annual revenue goals. This position provides database, stewardship, and administrative support and is responsible for gift entry.

### Essential Functions:

#### Administrative Support

- Schedules donor meetings for development director and development officer.
- Coordinates and carries out committee meetings and event logistics.
- Coordinates travel and plan logistics for development director and development officer.
- Processes department invoices, expense reports, and credit card reconciliations.
- Assists in-house solicitations.
- Tracks event RSVPs.
- Serves as backup for greeting in-person visitors and phone system.
- Processes daily mail as needed.
- Orders supplies for development team.

**Database and Gift Entry Support**

- Performs timely and accurate data entry and acknowledgment of donor gifts into database.
- Processes monetary gifts and pledges in database with a high degree of accuracy including, but not limited to, one-time gifts, recurring gifts, soft credit gifts, employee giving gifts, corporate matching gifts.
- Records the proper coding of each gift, donor intent, donor acknowledgment preferences, and other relevant data in order to facilitate development reporting
- Accesses multiple 3rd party portals/databases to retrieve and organize data to enter into the database.
- Runs reports and queries as needed.

**Stewardship and Solicitation Support**

- Prepares, reviews, and prints donor acknowledgement letters within two business days of receiving a gift.
- Assists colleagues in preparing proposals to individual, corporate, and foundation donors.
- Generates donor correspondence and coordinates in-house mailings as needed.
- With eye for detail, reviews donor lists and honor rolls.
- Acts as first point of contact for donation inquiries, tracking, and acknowledgments.

**Budget Reporting and Reconciliation**

- Works closely with the finance department to ensure donation and accounting accuracy, and to reconcile fundraising and accounting data.
- Provides daily deposit reports to finance department.
- With the donor relations and annual giving manger, works with the finance department to reconcile fundraising data each month.
- Acts as the liaison between 3rd party fundraising portals, database, and the accounting team's records to identify and rectify discrepancies using detail oriented, collaborative problem solving.
- Runs regular budget reports, including year to date, month to date, event totals, and general totals.

**Position Requirements:**

- Associate's degree with one year related experience or equivalent combination of education and experience
- Experience entering gifts into a donor database and producing acknowledgment letters or experience in accounts payable.
- Experience with Salesforce or similar database software.
- High attention to detail and accuracy in all work.
- Impeccable organizational skills and proven success in role requiring managing multiple projects with multiple constituencies.
- Utmost discretion with personal and confidential information.
- Ability to share responsibilities and work flexibly and collaboratively with a team of co-workers and supervisors.
- Computer proficiency, including Microsoft Windows and Google Workspace.
- Highly proficient with MS Office Suite and electronic communication platforms such as Zoom.
- Ability to adjust work hours as needed.

**Additional Information:**

Location: Twin Cities

Hourly Rate: \$19.25-23.00, DOQ

Posting Closing Date: June 13, 2021

**How to apply:**

Qualified candidates should submit a cover letter and resume to Heather Besonen at [hbesonen@efmn.org](mailto:hbesonen@efmn.org).