

## Development Coordinator

Are you interested in working for a non-profit organization whose sole mission is to improve the lives of older adults? For more than 40 years, Surrey Services for Seniors has been a leader in providing programs and services that inspire and enable older adults to remain in their homes and continue as active and engaged members of our community.

Surrey is seeking an exceptional Development Coordinator who is a collaborative, mission-focused, results-driven, brand steward. This development-focused position is responsible for the coordination of Surrey events, friend raisers and cultivation events and will assist senior development staff in revenue generation and sponsorships, among other tasks.

### Key Responsibilities:

- Help develop strategies to increase existing donors and volunteers' level of engagement and support
- Cultivate prospective donors and transition single event donors to support Surrey in additional ways
- Plan and execute fundraising events focused on increasing awareness, expanding the donor base and giving current donors the opportunity to increase their support.
- Responsible for all aspects of event management for three large annual events
- Identify event participants who should be prioritized for major gifts and future capital campaign gifts, focusing on stewardship and potential solicitations
- Grow participation of donors and prospects through a variety of different campaign platforms
- Work with marketing teams on relevant printed materials for various campaign and donor management platform

### We are looking for people with the following qualifications:

- Bachelor's degree or equivalent related experience
- Knowledge of event management, fundraising and cultivation of donor relationships
- Excellent interpersonal, verbal, and written communication skills
- Demonstration of an understanding of and strong belief in the mission and strategic goals of the organization

- Ability to work independently and in a team environment and excited to work in an upbeat, fast paced in-person office environment
- Proficient in and familiar with Donor Perfect, Canva, Microsoft Office Suite and WordPress

If interested, please apply via the Indeed website: [Development Coordinator - Devon, PA 19333 - Indeed.com](#)