



POSITION AVAILABLE

Development Coordinator

JOB DESCRIPTION

Kurn Hattin Home and School for Children, located in Westminster, Vermont, is a residential school for children ages 5-15.

We are seeking an enthusiastic, detail-oriented, highly professional **Development Coordinator** to join our service oriented team. The **Development Coordinator** will provide administrative support to the development department and play a key role in fostering meaningful relationships with donors, alumni, and community stakeholders. This full-time position offers a unique opportunity to contribute to the growth and impact of Kurn Hattin's fundraising efforts through a combination of administrative support and development-focused projects and events. The ideal candidate will bring strong communication skills, exceptional attention to detail, and the ability to manage multiple priorities in a dynamic, mission-driven environment. Candidates aspiring to build a career in nonprofit leadership will have access to professional development opportunities and mentorship to grow professionally.

Kurn Hattin is a donor-supported organization where good kids from families facing difficult circumstances find a safe, nurturing place to live and learn. Our mission, transforming the lives of children and families forever, is guided by our core values: Perseverance, Nurturance, Hope, Compassion, and Sense of Worth.

Kurn Hattin offers a generous benefit package including insurance, short term disability, life insurance, paid time off, and a retirement package.

Please submit your resume along with a cover letter to humanresources@kurnhattin.org

Job Title: Development Coordinator

Reports To: Director of Development

Salary Range: \$52,00 - 56,000

Summary: The Development Coordinator provides administrative support to the development department and plays a key role in fostering meaningful relationships with donors, alumni, and community stakeholders.

Administration

- Provide administrative support to the director of development
- Become a skillful user of KH's DonorPerfect CRM system including entering data with accuracy, generating lists, running reports, and analyzing data to drive fundraising
- Support existing development events as well as propose and assist in the coordination of new events and activities designed to engage a broader community of support and build KH's donor base.
- Provide special project support to the development team

Community Engagement and Fundraising

- Coordinate Kurn Hattin's Adopt A Cottage Program:
 - Solicit and/or maintain sponsors for each cottage
 - Coordinate Adopt-A-Cottage annual kick-off event in September
 - Build relationships with and steward Adopt-A-Cottage sponsors
 - Be a bridge between sponsors and other opportunities to volunteer and contribute to campus life.
- Solicit in-kind donations that enhance children's residential experience; movie passes; museum memberships, etc.
- Coordinate annual alumni meeting and support the engagement of alumni as KH ambassadors
- Explore opportunities for digital fundraising and coordinate KH participation in Giving Tuesday
- Identify opportunities to engage and coordinate volunteers to contribute to KH's success and contribute to a growing funnel of donor prospects

Collaboration

- Be a strong team player, demonstrated self-starter and innovator with excellent interpersonal skills, and a desire to work in a close knit collegial environment
- Communicate effectively both orally and in writing with a keen attention to detail
- Passionately articulate a commitment to the mission of Kurn Hattin
- Demonstrate a team-oriented attitude and a willingness to assist other departments as needed.

Qualifications:

- Bachelor's degree and 2 years of relevant work experience/training or equivalent combination of education and experience
- Excellent attention to detail
- Exceptional and genuine relationship building skills
- Excellent phone and customer service skills
- Excellent written and verbal communication skills
- Knowledge of how to utilize social media to connect with others, build an organizational brand, or contribute to a community
- Ability to work occasional evenings and weekends as required
- Proficiency and experience with Microsoft Office and Google Suite; and DonorPerfect are a plus.