



**Job Title:** Coordinator, Development

**Department:** Development

**Reports to:** Assistant Director, Development & Special Events

**Status:** Full-time, non-exempt

Camp For All seeks an enthusiastic and detail-oriented person with a love of events and an interest in growing as a fundraiser. The Development Coordinator supports the Assistant Director, Development & Special Events in creating three major fundraising events (Houston gala, the Greater Camp Area Gala, and a peer-to-peer fundraising event). This position is the key liaison for the Camp For All Emerging Leaders group, and responsible for curating two unique auctions, with volunteer support.

### **Essential Responsibilities**

- Under direction of the Assistant Director, Development & Special Events, supports strategy and execution of all facets of the Camp For All special events
- Provide support, as needed, for internal staff and board events
- Solicits and manages donations for live and silent auctions for Houston and Greater Camp Area galas, including coordination with volunteer leadership and committees
- Maintain and manage special event websites (OneCause and Bloomerang Fundraising)
- Recruit volunteers for events, with support of the Volunteer Supervisor
- Coordinates event correspondence, including solicitation packages, thank you notes, and committee communication
- Assists in preparation for event committee meetings and takes notes for action items
- With Coordinator, Donor Relations, develops best practices to track events donors in CRM software (Bloomerang)
- Provides redundancy for Coordinator, Donor Relations role on occasion
- Primary liaison for Emerging Leaders, an auxiliary group that supports Camp For All through advocacy, fundraising and volunteering. Role will coordinate activities and membership engagement, and serve as contact for the Emerging Leaders Board
- Other activities as requested by the Director of Development; some nights and weekends are required

### **Requirements**

- Bachelor's Degree from an accredited college or university
- Two years' experience in not-for-profit experience preferred
- Strong attention to detail, time management, ability to multi-task, organizational skills and problem resolution skills
- Experience with BidPal, MobileCause or other auction software preferred
- Strong interpersonal, written and oral communication skills
- Maintain composure while managing multiple projects, positive can-do attitude and a sense of humor
- Ability to collaborate and cooperate with a variety of individuals
- Use diplomacy and tact when working with volunteers, donors, other constituent groups
- Adept at balancing multiple priorities and meeting deadlines under pressure
- Proficient in Microsoft Office
- Must have valid driver's license and vehicle liability insurance; must have ability to use one's own vehicle (mileage is reimbursed)

Pay range: \$22.60-\$25.00/hour depending on experience

## **Mission**

Camp For All transforms the world for children and adults with challenging illnesses, disabilities, or special needs.

## **About Camp For All**

Camp For All is a unique barrier-free camp that helps children and adults with special needs or challenging illnesses discover life through learning what they can do, as opposed to what they can't. Opened in 1998 in Burton, TX by two Houston physicians and a father of a child with cancer, Camp For All is recognized as a national leader in creating and providing proven life-changing experiences through a passionate and professional staff, cutting-edge facilities and innovative programming. Camp For All enriches the lives of about 9,000 children, adults, and families throughout the year through collaborations and partnerships with more than 65 other not-for-profits. Programming includes Camp For All 2U, the award-winning outreach program that brings activities and programming to hospitals, schools and social service agencies.

To apply, visit <https://www.campforall.org/join-the-team/>