



PLANTING FIELDS

Development Coordinator (Part-time)

Hours: 18.0 hours/week 9am to 3pm, Wednesday-Friday

The Development Coordinator will manage and maintain the organization's donor database, ensuring the accuracy, security, and integrity of all donor information. This role will support fundraising activities by developing and managing a robust prospect pool, creating necessary reports, and assisting in maintaining all donor records. The Development Coordinator will report directly to the Director of Development and work closely with other team members to streamline processes and ensure smooth operations related to data and donor management.

Duties + Responsibilities

- **Donor Record Management:** Maintain current and accurate donor records in Blackbaud Altru (CRM database), as well as hard and e-files of all donor transactions and development materials.
- **Data Entry and Accuracy:** Ensure that all data entered into the CRM database is accurate, up-to-date, and consistent, with regular audits to maintain data integrity.
- **Report Generation:** Create and generate necessary reports from the CRM system to support fundraising efforts, events, campaigns, and donor engagement activities.
- **Prospect Pool Management:** Use technology and the Blackbaud Altru CRM system to develop and manage a robust donor prospect pool.
- **Data Analysis:** Analyze donor data to identify trends, opportunities, and areas of improvement for fundraising strategies and donor engagement.
- **Collaboration:** Work with the Director of Development and Communications and Marketing Manager to support donor communication efforts, incorporating key data insights into digital and print communication strategies.

Education + Experience

- **Education:** Bachelor's Degree preferred.
- **Experience:**
 - 2-3 years of experience working with a CRM database, preferably in a nonprofit or fundraising setting.
 - Familiarity with Blackbaud Altru or similar CRM systems.
 - Experience with Mail Chimp or Constant Contact

- **Technical Proficiency:**
 - Fluency in Microsoft Office Suite.
 - Proven ability to use CRM systems to manage donor records and create reports.
- **Attention to Detail:** Strong organizational skills with the ability to manage accurate data records and ensure timely report generation.
- **Analytical Thinking:** Ability to analyze donor data to inform and support fundraising strategies.

Additional Information

This is a part-time, hourly position based in Oyster Bay, New York. The position is to be fully performed onsite at Planting Fields. The hourly pay range is \$22.00 to \$25.00 an hour.

Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Planting Fields Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To apply, send a resume and letter of interest (all in PDF format) to hr@plantingfields.org

About Planting Fields

Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at www.plantingfields.org

DISCLAIMER

The preceding job description has been designed to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications

required of the employee(s) assigned to this job. Other duties may be added, or this job description amended at any time. To perform this job successfully, an individual must be able to perform the principal duties satisfactorily. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the principal duties of the job, except where to do so would cause undue hardship on the mission and operations of Planting Fields.

Employment at Planting Fields is at-will, which means that either the employee or Planting Fields can terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Job Description should be construed to diminish the at-will employment relationship in any manner.