



Camp Twin Lakes Development Coordinator Job Description

Title: Development Coordinator
Status: Professional- Full Time
Department: Development
Reports to: Development Manager

For 25 years, Camp Twin Lakes has provided life-changing camp experiences to thousands of Georgia's children with serious illnesses, disabilities, and other life challenges. Camp Twin Lakes provides week-long summer camps and year-round weekend retreats at three fully-accessible and medically-supportive campsites, day camps, and through hospital-based Camp-To-Go programs. Camp Twin Lakes collaborates with 64 different nonprofit organizations, each serving a different population, to create customized programs that teach campers to overcome obstacles and grow in their confidence and capabilities. For more information, please visit our website at www.camptwinlakes.org

Summary:

The Development Coordinator will report directly to the Development Manager. The Development Coordinator's primary responsibilities will include the planning and implementation of Camp Twin Lakes' signature annual fundraisers, including Spin For Kids and Radiothon. The Development Coordinator will actively cultivate and steward current donors and prospect new donors to support camp. In addition, the Development Coordinator will provide support for other CTL annual fundraisers and volunteer days as assigned.

Essential Duties and Responsibilities:

Please note: other duties may be assigned based on the needs of Camp Twin Lakes.

- Responsible for the direct implementation and development of assigned events and programs.
- Work with Development Manager to develop strategy for assigned fundraising events to grow revenue and impact.
- Build and steward relationships with key stakeholders, donors, participants, and volunteers.
- Recruit new event participants, donors, and supporters.
- Support and coach event participants in peer-to-peer fundraising efforts.
- Oversee Camp Twin Lakes and event social media pages.
- Work with the Marketing and Communications Specialist to develop a strategic PR/marketing plan for each event, including marketing collateral and event materials.
- Maintain and update accurate records for each event including step by step planning procedures, budgets and expenditures.
- Provide support for event chairs and committee and engage committee throughout the year.
- Maintain and update event websites, registration forms, and payment forms.
- Manage part-time event intern to best serve the needs of the development team.
- Support Database Coordinator with gift processing and post-event financial reconciliation.
- Provide support for the Development team including assisting with week night, weekend events and volunteer days as needed.
- Lead tours of camp for donors and prospective funders.

Additional Requirements:

- Bachelor's Degree
- At least one year event planning and/or fundraising experience required.
- Excellent writing, public speaking and communication skills.
- Strong relationship builder.
- Demonstrates high integrity and personal productivity as an example to volunteers, staff, donors, etc.
- A team player that routinely works collaboratively and exhibits a high degree of professionalism at all times.
- Strong organizational skills.

Resume and Writing Sample:

Please provide a resume and cover letter to Camp Twin Lakes at careers@camptwinlakes.org. Cover letter should describe why you are interested in working for Camp Twin Lakes and how your professional and personal experience will be an asset to the organization.

Resumes without accompanying cover letter will NOT be considered.