



Position: Development Coordinator

Status: Regular full-time, exempt

Salary Range: \$42,000 - \$45,000

Reports to: Director of Engagement and Fundraising

Position Summary

Morven Park, Loudoun County's 1,000-acre backyard, is where our visitors know they can find their "happy place." Our magnificent historic estate offers guided tours, educational programs, and picturesque grounds alongside an internationally recognized equestrian center. Come join our friendly staff dedicated to giving memorable experiences to local residents as well as guests from around the world who seek a destination where they can:

**Play. Learn. Discover.
Morven Park**

The Development Coordinator will manage Morven Park's annual fund and other core donor programs. As a member of the cross-organizational fundraising team, the Coordinator will foster meaningful relationships to increase donor engagement and giving through a multi-channel fundraising program. In partnership and collaboration with the Director of Engagement and Fundraising, the Coordinator will also develop and execute other key fundraising initiatives.

The ideal candidate will practice high emotional intelligence and expertise to ensure donors feel valued and appreciated. Work will be in-person in an office setting and require the ability to work evenings and weekends as necessary.

Morven Park offers competitive wages based on experience, with benefits for full-time employees including:

- Fully paid employee insurance premiums (medical, dental, vision and life/disability)
- Voluntary supplemental life insurance
- Paid time off and flexible work schedules
- Observance of federal holidays
- Automatic enrollment in 401(k) plan with company match

Responsibilities Include:

- Using a data-informed approach, identify and cultivate donors within Morven Park active donor file by executing effective donor upgrades and special appeals.
- Drafts, proofs, and edits materials for Morven Park appeals.
- Cultivate, nurture and manage positive relationships with individual donors.
- Manage stewardship communications and implement customized touch points with core donor groups including telephone thank you calls.
- Research, identify and implement cutting-edge strategies to optimize underutilized opportunities to support annual goals.

- Track and report on acquisition, conversion, and monthly giving through KPIs including, retention, average gift, upgrades, and additional giving.
- Analyze and report progress to goals and effectiveness of specific campaigns, tactics and vendor performance.
- Ability to work evenings and weekends as required.
- Other duties as assigned to assist the Morven Park Team.

Our ideal candidate will have:

- Bachelor's degree and two years professional work experience; or the equivalent combination of education and experience.
- Strong understanding of fundraising practices and ethics.
- Work in an in-person office setting, using well-developed collaboration skills to work with cross-functional teams.
- Ability to prioritize responsibilities and goals, communicate with precision and clarity, motivate others and enlist them to meet goals.
- Strong analytical skills and ability to make data-driven decisions-to design and adapt solutions in response to new data.
- Excellent verbal and written communications skills with the ability to think strategically.
- Exceptional attention to detail.
- Strong computer skills and high proficiency with databases and software.
- Be able to successfully pass a background check (required of all Park employees) and provide work references.

**To apply, please send a cover letter, resume, and references to
Employment@MorvenPark.org.**

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