



National Law Enforcement Officers
Memorial Fund (NLEOMF)
Job Description

Position: Development Operations Coordinator
Incumbent: Open
Reports to: Chief Development Officer
Direct Reports: N/A

Position Summary:

The Development Operations Coordinator provides a broad range of support activities related to fundraising, communications, convening, scheduling, database management, donor research and management. They will assist with the day-to-day operations of the department as well as administrative support for one or more public policy teams. This position reports to the Chief Development Officer but will also work closely with all other departments at NLEOMF. This position plays a crucial role to the fundraising success of NLEOMF.

Primary Areas of Responsibility:

Assist with the day-to-day administration and coordination of the NLEOMF Development Department, including:

- Assist donors on communication preferences
- Assist in coordinating and engaging in donor stewardship and cultivation activities
- Maintain current knowledge about events taking place virtually or on-site and provide support when necessary
- Maintain mail/shipping and receiving services including but not limited to sending and receiving all mail and packages
- Monitor invoices to ensure they are correct; prepare documentation for payment
- Coordinating financial reimbursements and invoice processing
- Draft and send event invitations; managing participants' lists
- Provide on-site and virtual logistical support for team
- Update and maintain relevant program documents and templates
- Support team staff in preparing for briefings, presentations, and other internal and external events
- Assist with external requests, including conducting research
- Support fundraising activities, including developing and editing proposal narratives and budgets, researching prospective funders, and drafting grant reports.
- Manage and monitor department-wide event calendar
- Other duties as assigned

Qualifications and Requirements:

- 2-3 years of administrative non-profit support experience (preferably in Development)
- Strong donor database experience preferred
- Can-do, proactive attitude with a high degree of maturity, professionalism, poise, and excellent judgment
- Strong attention to detail in completing assigned tasks
- Ability to foresee, identify and resolve problems in a timely manner
- Ability to work independently and as part of a team while carrying out tasks with minimal supervision, and able to accept direction on given assignments
- Ability to multi-task and to take instructions from multiple people
- Strong facility with MS Outlook, Excel, PowerPoint, and Word
- Excellent verbal and written communication skills; exceptional interpersonal communication skills
- Ability to work collaboratively with the administration team and all NLEOMF staff

Working Conditions:

Working conditions are normal for an office environment. Employee is expected to travel occasionally to meetings and conferences potentially up to 5-10% of time. Position will involve an increased workload and extended hours during National Police Week.

This position is a hybrid position working both in office and remotely. As a remote employee, NLEOMF will provide you with a laptop, but you are expected to have and cover costs for high-speed internet access in your home, a printer/scanner, and all office supplies.

Salary

Commensurate with experience

Benefits

A full benefits package is available that includes Medical, Dental, Vision and Life Insurance. Retirement benefits include a 403B match. Also offered is a generous PTO plan with 8 paid holidays along with 4 floating holidays.