Development and Sales Coordinator

*Updated: July 6, 2022*

## Job Description

The Development and Sales Coordinator plays a vital role by providing support and assistance for areas that make a big difference at Three Pillars Senior Living Communities. The professional will work on sales and fundraising functions, including special event and information session coordination, database management and communications efforts for new and existing residents and donors. We are looking for a passionate individual who is organized, a self-starter, creative, and has excellent communication skills. A high level of attention to detail and an ability to meet deadlines are both important keys to success in this role. At Three Pillars, we seek caring team members willing and able to commit to our workplace values which include respect, commitment, fulfillment, empathy and fun.

This position will report to both the Lead Sales Counselor and the Chief Development Officer where your time will be balanced between both important functions at Three Pillars. This is a full-time, 40-hour work week position.

## Responsibilities

* Interface with key stakeholders on development and sales projects, programs and initiatives.
* Coordinate event logistics for information sessions, signature BlueSky marketing events, Love Lights Tree Lighting Celebration, and other donor-related events.
* Support our signature fundraising Gala, including coordinating committee meetings, sponsor and auction solicitation, registration, event logistics, and providing onsite coordination during event.
* Manage and maintain the CRM database for both development and sales teams in a manner that ensures the integrity of the data and maximizes sales and fundraising success, including updating records (contact information, duplicates, deceased or inactive constituents, etc.), serving as the point person for list management and execution for mailings and e-communications, and generating fundraising and sales reports.
* Oversee the internal procedures and manage all donation processing, receipting, acknowledging, and pledge management activity.
* Oversee the internal procedures for the sales department including waitlist, contracts and agreements.
* Coordinate with Sales and Business Office departments to establish profiles in Electronic Medical Records database.
* Research potential prospects and donors and maintaining their files with up-to-date data.
* Help coordinate newsletters and annual appeal solicitation process.
* Work with the Marketing team to provide content for the social media calendar.
* Ensure confidentiality of all prospects, donors and any clients utilizing services.
* Complete other duties as needed and/or requested by supervisor to align with the mission and vision of the organization.

## ****Requirements****

* Bachelor's Degree preferred.
* Minimum of 2 years of experience working in nonprofit fundraising, marketing, or events.
* Experience with management of database/CRM systems.
* Handle confidential prospect and donor information with sensitivity, integrity, and accuracy.
* Strong time-management skills are highly desired, as are demonstrated research and problem-solving skills.
* Demonstrate strong organizational and analytic skills and able to prioritize workload.
* Excellent inter-personal, verbal and written communication skills required.
* Proficiency with Microsoft Office, notably Teams, Word, Excel, Outlook and Google applications.

## About Us

At Three Pillars Senior Communities, sponsored by the Masonic Fraternity, our mission is to take pride in meeting the social, physical, and spiritual needs of older adults through high quality housing and services.

Three Pillars Senior Communities has served our community for over 115 years. We feel strongly about keeping families together, which is a driving principle and one of many benefits of our continuum of care model. We provide exactly what our residents need with a forward-looking approach within Independent Living, Assisted Living, Memory Care, Rehabilitation, and Long-Term Skilled Nursing. With campus renovations and expansion underway and even more planned through 2025, employees at Three Pillars are part of exciting growth and a promise for a bright future.

### **Our Culture**

Three Pillars Senior Communities offers more than just a job, but a fulfilling career where you make a difference in people's lives every day.

Our staff knows they can count on Three Pillars as a remarkable place to work, where their skills and strengths are appreciated and nurtured.

Our residents know they can trust the extraordinary people who make up the Three Pillars team to provide them with an excellent experience and a quality place to live.

Our team takes pride in their roles, in providing optimum care for our residents, and in living out our workplace values.

Our culture of caring is palpable, and best of all, when you work at Three Pillars, you are part of a family of the best co-workers and residents around.

Three Pillars cares for our Staff by offering many competitive and generous benefits and perks including:

* Excellent benefit options for part time & full-time employees including paid time off, retirement savings plans, and tuition reimbursement
* Comprehensive benefits for full time employees (30 + hours per week) including medical, dental, vision, FSA, company paid life insurance, and short- and long-term disability insurance
* Scholarship opportunities for high school & college students
* No and low-cost wellness programs including an on-site fitness facility and chair massages
* Weekend shift differential for all regular hourly employees
* Referral bonuses, employee assistance programs, and employee emergency loans
* Onsite conveniences including meal service and movie tickets
* Fun days planned by an employee committee, featuring games, resident-judged contests, casual days, and more!

Learn more about our community today: [www.threepillars.org](http://www.threepillars.org)