



125 Sunset Avenue, Dallas, Texas 75208  
Phone: 214-393-5878 Fax: 214-942-8606  
[info@wellcommunity.org](mailto:info@wellcommunity.org)  
[wellcommunity.org](http://wellcommunity.org)

**Organization:** The Well Community

**Position Title:** Development Coordinator (part-time)

**Job Location:** Dallas, TX

**Application Instructions:** See job posting at [wellcommunity.org](http://wellcommunity.org)

The Development Coordinator supports the success of The Well Community's development events and ensures stewardship of donors. This position works alongside the Executive Director and Communications Coordinator to plan, coordinate and execute all development events designed to raise funds, promote awareness and further the mission of The Well Community. Additionally, this position is responsible for meeting the revenue budget for four annual development events (WellSpring Celebration Luncheon, Starry Night, North Texas Giving Day and the year-end campaign) and other duties as assigned. This is a part-time position (20 hours/week) with some flexibility in scheduling.

The Well Community, founded in 2002, is the only faith-based nonprofit in the Dallas Metroplex exclusively serving adults who face the challenges of severe mental illness. The Well Community's offices are located in the Oak Cliff area.

**To Apply:**

Please email resume and cover letter, along with three professional references to [hr@wellcommunity.org](mailto:hr@wellcommunity.org) or mail to The Well Community, c/o HR Coordinator, 125 Sunset Ave., Dallas, TX 75208.

No phone calls please.

**Responsibilities:**

- Manage all event logistics, including those related to fundraising events, event volunteers and donor cultivation/stewardship events
- Identify, solicit and secure all event-related in-kind items, including those for silent auctions, raffles, prizes, experience parties, etc.
- Develop, manage and maintain all event vendor relationships
- Provide accurate, up-to-date event revenue and expenses in relation to fundraising budgets
- Manage timely execution of event timelines, coordinating all necessary partners in tandem with the Executive Director
- Solicit, steward and maintain all event sponsors, ensuring outstanding customer service throughout these relationships

- Provide support in tandem with the Communications Coordinator and Executive Director for all event marketing materials and event social media
- Evaluate event results with pros and cons, suggestions, etc.
- Attend and coordinate development events and other programs as requested
- Effectively communicate with relevant staff and volunteers regarding the status of solicitations and prospects; coordinate donor outreach and communication records in database
- Oversee event-related thank yous
- Liaison with The Well Auxiliary
- Maintain close productive working relationships with the Communications Coordinator, Development Consultant and program staff as necessary
- Respect the confidentiality of all constituents

#### **General Qualifications:**

- Bachelor's degree earned from an accredited university
- Ability to effectively work with diverse community groups, including individual and corporate donors and community volunteers
- Self-motivation, with exceptional ability in setting priorities and planning
- Highly organized and detail-oriented mindset to create and manage event timelines and marketing processes
- Goal-oriented focus, with the ability to work toward achieving strategic development goals
- Dedication, flexibility and creativity
- Ability to respond creatively and diplomatically to conflicting priorities
- Excellent written and verbal communication skills, with the demonstrated ability to use diplomacy and tact when communicating with all stakeholders
- Personal computer proficiency, including skill in Word and Excel (PowerPoint, Google Docs, eTapestry and Constant Contact a plus)
- Cell phone
- Ability to effectively, consistently and positively work in an open-concept environment
- Ability to frequently travel locally by personal automobile
- Ability to work a flexible schedule, including some evenings and weekends, during events
- Ability to walk up three flights of stairs to offices
- Sensitivity to the issue of mental illness
- Ability to work in tandem with development, communications and program team
- Eligibility to work in the U.S.

*The Well Community is an equal-opportunity employer and does not discriminate based on age, race, national origin, gender, sexual orientation, religion, marital status, parental status or mental/physical handicap.*