



Development Coordinator

Full time, Exempt

This full-time position offers salary based on years of experience and education. Health insurance, 401k and profit sharing, education assistance and generous paid time off provided.

Development Coordinator

United Hospice of Rockland has a new opening for an experienced Development Coordinator. We are in search of someone enthusiastic, seasoned and driven to manage our fundraising events and development initiatives. As an established and highly regarded non-profit based in Rockland County, we are seeking an experienced fundraiser with a record of reaching and exceeding goals.

A natural leader you love managing events and take initiative with all aspects of planning and building teams for fundraising events. You love social media and communicate effectively in this medium. You thrive in a fast-paced environment, successfully managing many time-sensitive deadlines simultaneously. You take on fundraising initiatives without hesitation and are adept at soliciting current donors and skilled at identifying potential donors for our valiant cause. The successful candidate will have exceptional written and verbal communication with a keen eye for detail. You think outside the box, are kind, compassionate, mission-focused and extremely comfortable interfacing within a diverse community.

You will collaborate with the Director of Development to achieve the goals of United Hospice of Rockland's annual development plan. You establish a culture of philanthropy through building relationships within the organization and community. You will assist our Development Associate in some administration and database maintenance.

You must be proficient in Microsoft Office applications, internet, social media and donor database management. Prior experience in fundraising is required. Knowledge of Rockland County community is a plus. Your schedule is flexible with occasional weekend and evening hours.

Cover letter (**required**) and resume may be submitted Human Resources at recruitment@hospiceofrockland.org.

Thank you for interest in joining our talented and compassionate team at United Hospice of Rockland!

To view the Full job description and posting, please visit our Career Tab on our website at <https://hospiceofrockland.org/careers/job-opportunities>.

Salary range is commensurate with experience, education and additional qualifications: 50 – 55k.

