

Job Description



Title: Fundraising Coordinator
Reports to: Director of Development
Status: Exempt/Non-exempt, Full-time
Revision: September 2024

Summary

The SVS Foundation is seeking a motivated and detail-oriented individual for the role of Fundraising Coordinator. This position involves supporting donor relations, assisting in executing fundraising campaigns and contributing to other development initiatives. Working closely with the Director of Development, the Fundraising Coordinator will help implement the annual development plan, which includes donor appeals, multi-channel campaigns, outreach to individuals and corporations, social media engagement, and event coordination. Additionally, this role will assist with the Foundation's grant administration, communications with awardees, reporting, and budget tracking. The ideal candidate will be highly organized, collaborative, and eager to support a culture of philanthropy among SVS members and donors.

What you bring to the job

- 1-3 years of experience in a development or fundraising role
- Demonstrated success in supporting effective fundraising campaigns
- Strong organizational and time-management abilities, enabling both independent and team-based work
- Experience managing donor acknowledgments, tax receipts, and personalized communications
- Competence in tracking donations and ensuring timely follow-up for sustained engagement
- Excellent written and verbal communication, interpersonal, and problem-solving skills
- Familiarity with social media tools and engagement strategies
- Proficiency with data entry systems and fundraising platforms; experience with Classy is a plus
- Experience working with volunteers or volunteer-management organizations is preferred

What you own (Responsibilities)

- Assist with the execution of annual fundraising campaigns, including timeline management, content creation and audience engagement.

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- Collaborate with the marketing department and other internal stakeholders to promote fundraising campaigns and support digital marketing outreach.
- Support the operations of the Vascular Innovation Partners (VIP) Program, including prospect research, outreach, benefit fulfillment, and member engagement of major donors, sponsors, and corporate partners.
- Partner with the Director to execute the strategic plan for solicitation, stewardship, and win-back strategies to build a robust sustainer program.
- Maintain accurate and timely donor data, gifts, and pledges in the organization's database, including the processing of payments and preparing donor acknowledgment letters and tax receipts.
- Collaborate with the Director to maintain fundraising database systems and tools, ensuring data integrity and efficiency.
- Help prepare monthly donor reports to identify trends and opportunities for targeted fundraising efforts and improving retention rates.
- Support Foundation internal grant administration, including applications, awardee communication, review committees, reporting, and budget tracking.
- Assist in planning and facilitating meetings and special events, including managing guest lists, registrations, event promotion, and logistics as needed.

Your commitment

- **Respect:** We choose to do the right thing; for our members, for our colleagues, and for ourselves. Sharing our collective differences, talents, life experiences and self-expressions is encouraged. Treating others how they wish to be treated and receiving the same in return creates an environment where trust lives, confidence grows, and great things happen.
- **Innovation:** We have the courage to find new ways to provide value to our members, constituents, and colleagues. We challenge the status quo, consider new ideas, and are never complacent with success. We embrace a continuous learning environment and prepare for an environment of change to ensure we remain relevant.
- **Collaboration & Teamwork:** We are intentional in our ability to consider different points of view and to work effectively with others to support a shared purpose. We address conflict directly and constructively and help to manage/resolve it in a way that strengthens overall team cohesiveness and future effectiveness.
- **Excellence:** Our members rely on us to provide the resources and support they need to deliver the highest level of care to their patients. We are grateful for their trust and are dedicated to delivering

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excellence by meeting or exceeding expectations. We set a high bar and don't rest on our accomplishments but build on them to be the best.

Physical Requirements & Environment

A typical remote office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Occasional lifting required to move and store office supplies. Some travel to attend conferences and in-person meetings. Occasional evening and/or weekend work may be required based on business needs.

Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large.

About the Society for Vascular Surgery

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,400 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit www.vascular.org.

The Society for Vascular Surgery is an Equal Opportunity Employer.