

Your Name here
12345 Main Street., Kansas City, MO 64118
816-555-5555 and myemail@generalemail.com

June 1, 2017

Ms. Hiring Contact
Chief Operations Officer
Any Company, Inc.
12345 Main Ln., Kansas City, MO 64106

Re: Development & Finance Coordinator position

Dear Ms. Contact:

I am interested in the Development & Finance Coordinator position at The Education Center, as advertised in the posted ad. I am currently employed as an Accounting Coordinator at The Kansas City Company. I believe the skills and experiences I have gained at my current position make me an ideal candidate for the open position.

As Accounting Coordinator, I have developed strong accounting and scheduling skills in a fast-paced professional environment. For example, a few tasks I currently complete on a weekly basis are payroll entry, accounts payable entry, spreadsheet creation and tracking, and provide support to the Chief Financial Officer. I have over 5 years of experience with Raiser's Edge.

Not only do my current skills match the primary accountabilities/essential functions, but my past employment positions have required similar skills. Such skills include project coordination, client interaction, and working with donors. These tasks require my attention to detail, excellent presentation skills and accomplishing goals within timeframe given. I have exceeded expectations on performance reviews and gained respect of coworkers and clients.

Through my work with The Kansas City Company, I have been provided the opportunity to work with numerous donors via telephone, letters and email. I have also worked with a board of 12 members. I am an avid volunteer and enjoy providing my accounting skills in my spare time. I would greatly appreciate the opportunity to bring this passion to your company.

I am confident that my experience and skills qualify me for consideration despite the fact I have not completed my Bachelor's degree. As requested, I have enclosed my resume. I look forward to meeting with you and discussing my qualifications in more detail. Thank you for your time and consideration.

Sincerely,

Your Name Here

Enclosure: Resume

SAMPLE JOB POSTING - Development & Finance Coordinator

Reports to: Chief Operations Officer **Status:** Full Time, Non-exempt

POSITION SUMMARY Successfully promote and support the mission of THE Education Center through the coordination of the accounts payable and procurement process; database systems; gift acknowledgement; coordination of security scheduling and by providing executive support to the Board of Directors and Executive Director.

PRIMARY ACCOUNTABILITIES

1. Coordinate all aspects of the accounts payable process, including purchase order receipt following approvals, data entry into A/P Excel, check receipt and verification, check mailing and final document filing. Will be responsible for maintaining the accounts payable filing process. Work in concert with C.O.O. to close the accounting books monthly
2. Coordinate all aspects of the procurement process, including purchase order receipt and initiating orders when required.
3. Other special projects as assigned.
4. Coordinate all aspects of recording critical stakeholder information into the donor database (Raiser's Edge), including processing and recording donations.
5. Coordinate acknowledgment of donations including bi-weekly letters and receipts as well as conducting calls to.
6. Provide executive level support to the Board of Directors and Executive Director including preparation for, coordination of, and participation in meetings as needed.

ESSENTIAL FUNCTIONS/KEY COMPETENCIES

Ability to structure and manage multiple projects within limited time frames and deadlines. Establish highly effective relationships with fellow Company employees as well as board members and other external constituents for the common good of the organization. Manage the Raiser's Edge database. Capacity to be flexible and adaptable to change

Ability to understand both the formal and informal culture of an organization to accomplish identified goals.

POSITION REQUIREMENTS

1. Bachelor's Degree preferred.
2. Accounting/bookkeeping experience preferred.
3. Experience with Raiser's Edge or other donor database required.
4. Ability to meet frequent deadlines and work in a fast paced environment.
5. Demonstrate success in establishing excellent interpersonal relationships with key leaders, volunteer and paid, to accomplish goals and objectives for an institution.
6. Establish highly effective working relationships with The Education Center's staff.
7. This position requires an individual to consistently demonstrate attention to detail.
8. Demonstrate excellence with written & verbal communication and presentation skills