



Job Description DEVELOPMENT COORDINATOR

SUMMARY: The Development Coordinator will provide administrative support for development and marketing, write/edit/assist with foundation applications and provide assistance with individual giving. Responsibilities include data management and gift entry, acknowledgement and tax letters, donor research, annual giving appeals, and drafting/submission of simple grant applications. This position will also be responsible for the timely submission of all deliverables to all current and prospective funding partners. The Development Coordinator will also assist with organizing special events to support fundraising and other organizational efforts. The person in this role will possess great attention to detail, an ability to multitask, have strong writing skills, and a desire to work on a dynamic and fast-paced team. This position is ideal for candidates with 1 - 3 years of development experience looking to develop a specialty in institutional giving and/or grant writing. Experience planning and executing events are a plus.

REPORTS TO: Director of Development

EMPLOYMENT STATUS: Hourly, Non-exempt

SPECIFIC DUTIES: Duties of the Development Coordinator include, but are not limited to the following:

- Coordinate all administrative aspects of the Development program, supporting the timely submission of all deliverables to funding partners
- Create and provide quality assurance of data entered into a content management system and other tracking documents
- Coordinate with other departments to collect data and information in a timely manner
- Maintain the Development database, including data entry, validation, and record maintenance
- Promptly reply to all requests from funders, staff, and senior leadership
- Partner with the Marketing and Communications Coordinator to support development events and campaigns
- Research and submit letters of intent and grant proposals
- Assist with the planning and execution of special events, working with vendors as needed
- Coordinate direct response (email, direct mail) programs and development-related marketing and collateral needs
- Research potential donors and support team in soliciting gifts
- Manage department calendar for meetings and events with donors and potential donors
- Regular internal reporting on fundraising efforts and statuses of outstanding grants and other funding

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

- *Analytical* - Designs workflows and procedures
- *Design* - Demonstrates attention to detail
- *Problem Solving* - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions
- *Project Management* - Coordinates projects; Communicates changes and progress
- *Customer Service* - Responds promptly to customer needs; Solicits customer feedback to improve service; Meets commitments
- *Interpersonal Skills* - Focuses on solving conflict
- *Oral Communication* - Responds well to questions; Participates in meetings
- *Teamwork* - Contributes to building a positive team spirit

- *Judgment* - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in Public Administration, Marketing, Business Administration, or related field
- 1-3 years of related professional work experience
- Proficient in Microsoft Office applications, i.e. Excel, Word, PowerPoint
- Experience in donor databases preferred
- Strong written and verbal communication skills
- Flexibility and willingness to learn and ability to adapt to the fast pace of a high performing team
- Exceptional customer service skills with excellent follow up and follow through
- Excellent time management, project management, attention to detail and organizational skills and aptitude for information management required

REASONING ABILITY:

- Ability to analyze and prioritize activities
- Can work independently without constant supervision

PHYSICAL DEMANDS:

- Will require occasional lifting
- Must be willing to travel, as job requires

TIME ALLOCATION:

- Department administrative/support duties - 50%
- Foundation and corporate grant management, individual giving and events – 45%
- Other duties as assigned – 5%

HOURS:

Working hours are generally 8:30 a.m. – 5:00 p.m., however we expect that the Development Coordinator will have flexible hours as necessary depending on report deadlines and events that are outside of regular work hours.

My signature below indicates that we have discussed my job description. In addition, I understand that my supervisor will review my duties with me in more detail.

Employee Signature

Date

Print Name