

Development Coordinator Job Description

Definition: Working under the supervision of the Executive Director, the part-time Development Coordinator develops and executes the organization's resource development efforts and other tasks as assigned by the Executive Director. Salary is commensurate with experience.

Duties and Responsibilities:

1. Responsible for conducting the full range of activities required to prepare, submit and manage grant proposals for public and private funders as well as major gifts acquisition.
2. Perform prospect research on foundations, corporations and public sources to identify and evaluate prospective funders.
3. Gathers information necessary to report to funders on current and/or completed grant programs.
4. Complies with all grant reporting as required by funders.
5. Provides regular written updates/reports to current and past funders as required.
6. Assists the Executive Director in scheduling and preparing visits to current and prospective funders.
7. Assists the Executive Director in scheduling and preparing site visits from current and prospective funders.
8. Prepare grant award summaries for internal tracking and coding purposes.
9. Maintain current records in database and in paper files, including grant tracking and reporting.
10. Assists with special activities to increase the organization's visibility among funders.
11. Responsible for conducting the full range of activities required to design, coordinate and implement special resource development events.
12. Research and identify viable resource development events for the organization.
13. Create and submit documentation on development, progress and conclusion of any special event activities.
14. Submit financial accounting for special event activities.
15. Coordinates the full range of activities associated with the organization's individual donor fundraising program (including annual appeal).
16. Identify donor prospects through suggestions from staff, past and current Board members, existing donors, colleagues and other viable sources.
17. Prepare introductory mailings to prospective donors and coordinate follow-up activities.
18. Coordinate direct mail solicitations.
19. Coordinate special resource development projects (including annual golf tournament).
20. Coordinate ongoing communications program for current and prospective donors, including electronic communications.
21. Prepare acknowledgement letters.
22. Maintain electronic and hard-copy donor files.
23. Respond to queries from prospective donors.

24. Assist the organization with developing an overall resource development plan.
25. Provide regular monthly progress reports to Executive Director.
26. Assist, as needed, with the development of promotional materials.
27. Attend staff meetings and participate in organization-wide planning activities.
28. Assist with overall maintenance of the organization and its offices.
29. Inform and interact with the organization's Board of Directors to support resource development and related activities.
30. Other duties as assigned by Executive Director.

Knowledge, Skills and Abilities:

1. Strong written communication skills; ability to write clear, structured, articulate and persuasive proposals.
2. Attention to detail.
3. Ability to meet deadlines.
4. Knowledge of fundraising information resources.
5. Experience writing letters of inquiry, concept proposals and similar documents.
6. Knowledge of basic resource development techniques and strategies.
7. Core computer skills in word processing, data base management, spreadsheets and electronic communications (email, listserv, e-newsletters, etc).
8. Ability to learn and use specialized software (such as GiftWorks).

Minimum Qualifications:

1. Minimum of four (4) years of nonprofit fundraising/resource development experience to include major gifts, annual appeals, special events and similar activities.
2. Experience working in a deadline-driven environment.
3. Ability to work well either alone or as part of a team.
4. Ability to handle multiple concurrent assignments and meet deadlines.
5. Experience developing an annual fundraising plan.
6. Experience designing resource development.
7. Experience in developing project budgets.