

JOB DEFINITION

POSITION: Development Coordinator
REPORTS TO: Director of Development
STATUS: Full time | Non-exempt

SUMMARY

The Development Coordinator strengthens the Development Team by supporting database management, gift entry and acknowledgements, donor and volunteer events, third party fundraising, special projects, and other tasks as assigned. Additionally, the position will be responsible for collecting and summarizing client stories for use in publications, grant proposals, blogs, social media and other media outlets.

The Development Coordinator is a hybrid work position, primarily working remotely, with shared office space on the Coalition campus reserved for Development Department use. The Coalition will provide equipment and supplies for remote office use.

DEVELOPMENT DEPARTMENT KEY PERFORMANCE INDICATORS

- Meeting or exceeding the fiscal year private sector revenue budget
- Increasing donor retention
- Maintaining a 3:1 (or better) fundraising ratio for fundraising events
- Increasing annual grant proposal success rate
- Growing social media audience

DEVELOPMENT COORDINATOR KEY PERFORMANCE INDICATORS

- Actively contributing to development department key performance indicators
- Acknowledging financial gifts within 48 hours of being received
- Meeting or exceeding goals for in-kind item solicitation for the Coalition's two signature fundraising events, the Doug Spencer Golf Challenge and Hearts of Gold
- Meeting or exceeding goals for interviews of clients, employees, partners, volunteers, and donors

PRIMARY DUTIES AND AREAS OF ACCOUNTABILITY

- Ensure database integrity. Routinely update and correct database records as needed.
- Establish and maintain procedures for logging and tracking donations and in-kind contributions.
- Maintain knowledge of new developments and features of DonorPerfect (or other database system) and keep database users trained on updates.
- Assist with data analysis, reporting, and creating mailing lists as needed.
- Process donations, prepare Daily Contributions Reports, and generate acknowledgement letters and other correspondence.
- Act as the primary contact for incoming calls to the Development Office, responding to public inquiries in a professional manner, as well as operating as a liaison to other departments and channeling requests for assistance or information to proper staff.
- Responsible for responding to website inquiries and other requests that come through the Coalition email.
- Assist with special events/projects where needed.

- Oversee the solicitation process of in-kind items for events such as auction items, prizes, and in-kind services, which includes solicitation, follow-up, and working with volunteer committee members.
- Coordinate interviews with Coalition clients, employees, partners, volunteers and donors to generate original content for use in social media, grant proposals, blog, website, newsletter, and other media-related opportunities.
- Research and manage third party fundraising opportunities in the Central Florida area.

QUALIFICATIONS AND REQUIREMENTS

- College degree (or equivalent work-related experience).
- Minimum of 1 year of professional experience – preferably in a nonprofit setting.
- Experience with donor management system. *DonorPerfect knowledge a plus.*
- Excellent written and verbal communication skills. Legible handwriting a must.
- Experience using online tools and software.
- Highly proficient with MS Office programs including Word, Excel, and Outlook.
- Ability to work quickly and effectively while maintaining high work quality.
- Ability to manage multiple projects and work with fast-paced deadlines; prioritize projects with minimal supervision; keen attention to detail a must.
- Adhere to the AFP Code of Ethical Principles and Standards and comply with all laws - national, state, and local - regarding fundraising on behalf of the Coalition.
- Able to lift and carry up to 25lbs.
- Commitment to participate in continuing education to stay apprised of current fundraising trends and best practices.

KEY ATTRIBUTES

- Ability to build positive working relationships with a variety of internal and external constituents including board members, donors, volunteers, corporate contacts, staff, and new or former clients.
- Ability to analyze data and information in a way that advances the Development Department's overall fundraising efforts.
- Strong professional and personal communication skills, both written and verbal
- Exceptional personal and professional integrity; discretion, tact, and sound judgment.
- Willingness to learn and grow within a variety of fundraising activities, such as special events, monthly giving, online giving, and stewardship.

DISCLAIMER

The job description above is intended to describe the general nature and level of work being performed by the employee occupying this position and in no way states or implies that these are the only duties, responsibilities, and skills required of this position. Employee will be required to follow any other job-related instructions and/or duties requested by their supervisor.

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____