

Job Description: Development Coordinator

Working under the guidance of the Executive Director, the Coordinator is responsible for supporting the work of the Executive Director, Program Directors and volunteer members of the Development team. The Development Coordinator will be the primary point of contact for donors, conduct donor research and follow up activities. Responsibilities include identifying prospects, managing project and grant calendars, tracking major gift prospects using DonorPerfect, and preparing and distributing reports and donor lists. Additionally, the Coordinator will handle preparations for appointments, meetings, events and presentations by anticipating, coordinating, reviewing and organizing related briefings and materials, including creating PowerPoint presentations and audiovisual needs, with excellent customer service and professionalism.

This position requires a self-motivated, organized and detail-oriented person capable of juggling multiple priorities and anticipating the administrative needs of the members of the Major Gifts team with minimal guidance.

Major Duties:

- Conducts basic donor prospect identification activities, working with the team members to disseminate and collect relevant donor information.
- Manages the donor engagement calendar of supported individuals, keeping them free of scheduling conflicts. Schedules and coordinates logistics of internal and external donor -related meetings, appointments and presentations (agendas, minutes, PowerPoint, etc.). Assists in preparing for donor and foundation meetings and presentations, proactively prompting supported individuals regarding preparations of related materials (agendas, minutes, PowerPoint, etc).
- Manages donor correspondence, grant agreements, and other donor communications as required.
- Produces acknowledgement letters, annual direct mail materials, and electronic marketing materials with the assistance of the relevant vendors and/or staff.
- Coordinates and informs all supported members of timelines and schedules of grant activities by developing the annual schedule and preparing members for their role in the process.
- Reviews and recommends edits to draft grant proposals. Works closely with finance staff to include accurate budget information and back up documentation to grant proposals.
- Coordinates all activities of Development contractors and vendors.
- With minimal guidance, monitors and submits accurate and timely development budget updates; works with the Controller to reforecast Development revenue on a regular basis.
- Maintain detailed constituent records and action items in DonorPerfect. Prepares accurate pledge forms and other related forms for gifts and pledges in a timely manner with minimal feedback providing thorough information and gift backup for the preparation of acknowledgement letters.
- Assists assigned members of the Major Gifts team in daily operational activities that include: photocopying, mailings, filing and/or distribution of letters and packages,
- On as-needed, as-available basis, assists other members of the Development and/or Financial staff.
- Participates in professional development.

Qualifications

A minimum of two to three years of related work experience required, experience working in a development office strongly preferred. BA/BS degree preferred. Also, the ideal candidate will possess the following skills, abilities and competencies:

- Ability and interest in building relationship with donors and supporters; excellent customer service skills.
- Excellent attention to detail, strong writing and communication skills.

- A Commitment to the mission of FamilyACCESS, including the ability represent the organization's distinctive value in the community with donors and prospective donors.
- Experience in a not for profit setting, preferably with some client and/or donor interaction.
- Ability to work independently and collaboratively, with minimal guidance or coaching from manager or team members.
- Ability to effectively troubleshoot and resolve issues while taking the appropriate steps, involving appropriate parties, when necessary.
- Demonstrates self awareness, professionalism, a strong work ethic and the ability to handle difficult situations with grace and a sense of humor.
- Be proactive, creative and have a high level of energy and enthusiasm.
- Ability to evaluate problems accurately and display good, sound and confidential judgment.
- Be honest and trustworthy, have an even disposition and be able to interact effectively and politely with people from all backgrounds.
- Ability to juggle multiple tasks and establish priorities
- Commitment to adopting best practices and operational efficiency
- Strong computers skills and attention to details
- Proficiency in Microsoft Office Suite and the internet
- Familiarity with DonorPerfect a plus
- A keen desire to continuously learn with a preferred interest in garnering fundraising experience

Family ACCESS is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.

Family ACCESS is an Equal Opportunity Employer. *By embracing diverse skills, perspectives and ideas, we choose to lead. Applications from protected veterans and individuals with disabilities are strongly encouraged.*