

**TITLE: Development Coordinator**

**PROGRAM: Development**

PRIMARY FUNCTION/PURPOSE

To create a sustainable fundraising structure for The Children's Shelter programs; Identify, cultivate, and solicit major gift support for annual fund and other fundraising programs. Coordinate events, meetings, and programs to build donor relationships and increase funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Thoroughly familiar with the clients, programs and services of The Children's Shelter and its affiliates
- Be familiar with the child and family welfare trends and national and regional trends in funding
- Plans, develops, implements and maintains an annual fund program inclusive of the Benevon Model, annual appeals, monthly giving programs, giving circle(s) through personal solicitations, direct mail and electronic solicitations.
- Cultivate and steward relationships with private and public funders in order to create meaningful connections between them and the mission, vision and programs of The Children's Shelter as it relates to the annual fund.
- Uses Raiser's Edge for retrieving data in reports and then performs a comprehensive analysis of the annual fund program. Uses statistics and other analytic tools to evaluate and make recommendations for change to the program.
- Provides the raw data for the publication of the agency Annual Report by Sept 1 of each year
- Promotes agency awareness and support of the annual fund
- Provide strategic direction of all activities related to the annual fund.
- Work closely with VP of Development to establish long-term goals and objectives for each contribution category; coordinate donor and prospect management; research and analyze individual donors and prospects in order to develop strategies for gift growth or acquisition.
- Represent the department at EOC meetings in absence of VP of Development and Director, Grants & Communications.
- All other duties as needed by the agency.
- Responsible for own personal safety, your co-workers, and others that might enter your work area.

GENERAL EXPECTATIONS

- Adhere to and continue to revise Development Department Operations Manual as needed to relevant best practices
- Provides Board Report materials by the 5<sup>th</sup> day of the month.
- Maintain and expand fundraising to sustain TCS programs
- Grow TCS unrestricted and restricted contributions
- Implement and improve the capacity to employ moves management strategies
- Meet annual fundraising goals established by VP of Development

- Able to create a timeline and meet deadlines to ensure timely implementation of special events and submission of solicitation materials
- Approach fundraising for The Children's Shelter with creativity and innovation

REQUIREMENTS

- Minimum of Bachelor's Degree in English, Communications, or related field
- Minimum two-three years fundraising experience
- Ability to communicate effectively, in written and oral form, with diverse donors
- Ability to work positively, easily and collaboratively with others in a team environment supportive of and conducive to shared visions and views.
- Self starter
- Computer skills (word processing, internet research, spreadsheets, Raiser's Edge, power point).
- Must have access to personal transportation, valid driver's license and auto liability insurance.

DESCRIPTION OF WORKING ENVIRONMENT

The working environment is indoors. Workload will occasionally dictate work hours in excess of 40 hours per week.

DESCRIPTION OF ORGANIZATIONAL RELATIONSHIP\REPORTING RELATIONSHIPS

Supervisor: Vice President of Development

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Employee: Print Name                      Signature                      Date

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Supervisor: Print Name                      Signature                      Date