

Position Description—Development Coordinator

Title: Development Coordinator

General Purpose of Position: The development coordinator administers the giving programs for the sorority by seeking and encouraging member and community participation, as well as seeking new donation, grant, and sponsorship sources.

Classification: Appointed

Level: National Coordinator

Relationships to Other Positions:

Appointed by: VP Finance
Accountable to: Revenue Director, VP Finance
Support from: Finance Team, Virtual Assistant
Works with: National Leadership Team

Term of Service: One-year appointment, multiple years encouraged

Time Commitment: 5 hours per week with some peak times

Required Qualifications:

- Alumnae status in good standing
- Proficiency with common business computer applications
- Excellent communication and writing ability

Preferred Knowledge/Abilities/Experience:

- Experience in non-profit or business administration
- Experience in events planning
- Experience in multiple types of fundraising campaigns including social media, direct solicitation, and sponsored events

Duties and Responsibilities

- Develop and maintain a donor base to support solicitation efforts
- Conduct an annual donation campaign for the Friends of Ophia
- Develop annual fundraising events to support the sorority's giving programs
- Assist Trustees to conduct fundraising efforts for the Scholarship Trust
- Work with the communications, lifetime membership, and programing teams to include giving presentations at sorority events such as Digging for Diamonds, biennial convention, and summits
- Pursue new income sources such as grants and sponsorships
- Prepare articles related to fundraising and donations for communications team promotion
- Other related giving programs tasks as needed

Convention/Mid-year/Summit attendance required? No / No / No