



Position Description—Development Coordinator

Title: Development Coordinator

General Purpose:

The Development Coordinator administers the giving programs for the Foundation including fundraising events management, individual giving, and donor relations.

Classification: Appointed

Level: National Coordinator

Relationships to Other Positions:

Appointed by: Development Director

Accountable to: Development Director

Support from: Development Director, Executive Director, Foundation Board, Financial Reporting Director

Works with: Foundation Board of Directors, Executive Director, Finance Team, Operational Leadership Team

Term of Service: One-year appointment; reappointment subject to review. Two consecutive term limits applies.

Time Commitment: 2-4 hours per week

Required Qualifications:

- Lifetime member in good standing with alum status preferred

Knowledge/Abilities/Experience:

- Experience in planning, managing, and reporting financial outcomes of fundraising events including developing appropriate budgets, sponsorship levels and revenue goals
- Experience in multiple fundraising disciplines (direct asks, online giving, direct mail campaigns, event sponsorships)
- Ability to foster positive relationships with current and potential donors
- Effective project management skills
- Professional written, verbal, and interpersonal skills

Duties and Responsibilities

- Coordinate fundraising events from start to finish, including establishing a realistic budget, managing outcomes, promoting, and closing out events
- Assist Development Director with establishing overall fundraising goals and plans
- Assist Development Director with the creation and implementation of donor centric fundraising plans including research & identification, cultivation, stewardship, solicitation, appreciation, and recognition

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