

Family & Children's Center, Inc.
And
Affiliate Corporations

Job Description

Job Title:

Development Coordinator

Corporation:	Family & Children's Center, Inc. Resource Development
Status:	Exempt
Job Classification:	Grade 4
On Call Duties:	Yes
Working Hours:	8:00 a.m. – 5:00 p.m. Weekends, early mornings and evenings as needed
Full-Time Hours/Week:	40 hours/week minimum
Supervises:	N/A
Immediate Supervisors:	Executive Director, Boys & Girls Clubs of St. Joseph County Director of Development & Marketing

Job Objective:

To increase the resources of Family & Children's Center and its affiliates through various resource development activities.

Essential Job Functions:

1. Meet assigned annual fund-raising production goals, particularly those related to the Boys & Girls Clubs of St. Joseph County, Inc.
2. Develop, plan and direct assigned giving programs. Identify strategies and develop the plans for each giving program.
3. Plan and coordinate all annual Boys & Girls Clubs fund-raising events.
4. Interact with donors by phone, correspondence and in meetings.
5. Participate in the processing of gifts, stewardship/gift acknowledgement, and information systems, including central files and prospect research.
6. Assist in the design and creation of campaign materials to include preparation of request letters.
7. Collaborate with the Marketing Coordinator to develop event-driven as well as more general marketing materials and communication for the agency.
8. Prepare month-end, year-end and other reports relevant to giving programs.
9. Prepare in the preparation of proposals to corporate, private, public and government funding sources for proposals of \$10,000 or less. For proposals of a higher dollar amount, assist the grant writer and executive director in preparing proposals.
10. Assist with other development programs or functions as assigned by the Director of Development & Marketing.

Educational Experience:

BA/BS degree required with a preference for experience in resource development, business, marketing, journalism, communications, or equivalent. Master's or MBA preferred.

Experience:

Demonstrate the ability to generate and manage a large number of complex individual gift solicitations simultaneously. Ability to solve problems creatively. Experience engaging and motivating groups of diverse individuals. Ability to articulate and advocate institutional goals clearly and persuasively both one-on-one and to groups. Excellent interpersonal skills required. Must possess superior communication skills, both verbal and written. Outstanding organizational skills and attention to detail. Comfortable and effective with representational and solicitation situations with individuals and groups.

Technical Skills:

Proficient in MS Word, Excel and fundraising software. Proficiency in utilizing the Internet and ability to use it as a research/resource tool.

Work Environment:

1. Must have the ability to sit for majority of 8-hour day and up to tow hours at a time for desktop work.
2. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
3. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.
4. Visual acuity for accurate reading, typing, filing and use of computer screen.
5. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
6. Ability to lift and carry 120 to 15 pounds for office supplies, audio equipment and other items needed for the preparation and takedown of special events.
7. Ability to operate vehicle in a safe manner or have alternate transportation for publicity functions/events, transportation of supplies, meetings with printers and other vendors, and travel to affiliate sites and various areas in the community.
8. Ability to work on multiple projects and prioritize effectively.
9. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
10. Ability to tolerate a variety of tasks and tasks, which may be repetitive.
11. Ability to work in a professional environment and positively represent organization under various levels of stress.

Other Requirement:

1. Valid driver's license
2. Automobile
3. Physical
4. Drug Screen

General Requirement:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Maintains excellent working relationship with staff and volunteers.
3. Abides by agency policies and procedures.
4. Pursue professional growth through professional training opportunities.
5. Abide by strict code of confidentiality according to legal and professional standards.
6. Must be able to demonstrate ability to work with people from diverse racial/cultural backgrounds.

EMPLOYEE ACKNOWLEDGEMENT:

I have received a copy of the position description and have read and understand the contents.

Employee Signature

Date

Supervisor Signature

Date

6/28/02 created
12/8/03 revised
2/21/07 revised
2/20/08 revised