

Position Title: **Development Coordinator**

Last Updated: July 2019

Reports To: Director of Development

Status: Exempt
Permanent Full-time

Schedule: Calendar Year; Monday through Friday; hours as arranged
May include some evening and weekend hours to support Development Events

Benefits: Full benefit eligibility

Summary Description:

- The Development Coordinator coordinates the fundraising efforts of the School in a God-honoring manner, consistent with the School's mission by managing the day-to-day activities of the Development program. He/she is responsible for identifying and cultivating relationships with small to major donors, foundations, and corporate support with the primary goal of increasing contributions, maintaining relationships, and advancing donors' commitment to Fellowship Christian School's mission.

Essential Functions:

- Act as point of contact for all fundraising queries at Fellowship Christian School
- Serve as sole support for Development initiatives
- Define philanthropy priorities and relationship opportunities resulting in optimal solicitation strategies matching the objectives of donors and prospects
 - This includes corporations, foundations, major donors and all constituency groups related to the Capital Campaign
- Research all corporate gift giving opportunities and partner with the Development Director to develop and execute 3-5 year strategy for increasing gifts; goals will be established on a per school year period
 - Identify cultivate, solicit and steward a pool of gift prospects
 - Assist with management and accurate recordkeeping of each fundraising initiative
- Research all foundation donor opportunities and partner with the Development Director to develop and execute 3-5 year strategy for increasing gifts; goals will be established on a per school year period
 - Identify cultivate, solicit and steward a pool of gift prospects
 - Assist with management and accurate recordkeeping of each fundraising initiative
- Research all major donor opportunities and partner with the Development Director to develop and execute 3-5 year strategy for increasing gifts; goals will be established on a per school year period
 - Identify cultivate, solicit and steward a pool of gift prospects
 - Assist with management and accurate recordkeeping of each fundraising initiative
- Develop and author necessary grant requests
- Prepare written proposals, gift illustrations, informational materials and other materials to further the solicitation process
- Prepare donor reports as needed
- Participate in the development and/or revision of policies and procedures relating to the major gifts process, marketing materials, major gifts cultivation, and stewardship and recognition activities
- Ensure appropriate processing and tracking of gifts, gift acknowledgment and recognition for portfolio.
- Provide administrative support at all levels
- Coordinate all correspondence for the Capital Campaign
- Perform routine office functions, including preparing mail for distribution, copying, filing, and answering phones
- Assist at all fundraising events
- Maintain accuracy of the donor database
- Work with donor information and database management through Raiser's Edge software systems
- Maintain documentation for gift acceptance policy to ensure donor intentions and conditions are properly documented and captured
- Maintain documentation of named and restricted funds and identify potential stewardship opportunities

- Coordinate matching gift program
- Responsible for any necessary or request for donor research
- Identify appropriate individual stewardship steps for identified prospects
- Engage in prospect management and review
- Provide administrative assistance with special event planning and the coordination of donors, sponsors, and volunteers
- Print, and mail accurate and timely gift acknowledge letters for Capital Campaign
- Record keep and reconcile all gifts and donations with the Business Office
- Assist Business Office with gift entry and record keeping when necessary
- Draft, print and mail accurate donor pledge reminders
- Provide lists and materials for all volunteer groups soliciting gifts and donations
- Maintain inventory of required stationary for Development use
- Assume a leadership role in developing and refining the schools' reporting processes and participate in developing strategies to streamline reporting functions and accuracy in support of the priorities and goals of the organization
- Strategize with the Finance Department to ensure Raiser's Edge and bookkeeping programs are poised to handle growth and are accurate
- Tasks include, but are not limited to, gift procession and acknowledgement, data and donor information management, financial reporting and assistance with research and administration

Additional Responsibilities:

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith
- Acknowledge and understand Fellowship Christian School's Mission Statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth

Additional Responsibilities Continued:

- Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- Report inappropriate behavior to School Administration in order to maintain a safe learning environment
- Make a constructive effort to protect all students from conduct detriment to learning, health or safety
- Abide by and comply with all school policies and regulations
- Other duties as requested or assigned per the Head of School, School Board Chair or Development Consultant

Qualifications:

- Bachelor's degree preferred
- Two to three years similar experience, preferably with direct experience in non-profit or academic environment
- Familiar with standard fundraising concepts, practices, and procedures
- Be loyal and respectful to all those in authority
- Experience and judgment to plan and accomplish goals
- Demonstrate strong interpersonal skills, including an upbeat, collaborative approach to his/her work and colleagues
- Must be able to work intuitively and independently as well as part of a team
- Strong organizational skills for multi-tasking, prioritizing responsibilities, and problem-solving
- Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information
- Demonstrated writing and communication skills (including strong editing, spelling and grammar)
- Solid working knowledge of Word, Excel, PowerPoint, Internet
- Working knowledge of Raiser's Edge Donor software
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Must have the ability to work in a school environment by successfully passing the school mandated background check process
- Demonstrated interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students, alumni and other constituents of the School
- Possess a valid driver's license
- Regular and consistent attendance and punctuality is required and as a condition of employment

- Minimum 7 years of successful development experience required in cultivating, soliciting, and stewarding donors. 3 Years higher education or nonprofit fundraising experience required at senior level.

Physical Qualifications:

- Standing/sitting for periods of time
- Bending, lifting (up to 25 lbs.), pushing, kneeling, crouching, crawling, stooping
- Must hear with accuracy to exchange information in person or on the telephone
- Use of hands and fingers for manipulation and using computer keyboard
- Specific vision abilities required include close vision, distance vision, color vision and depth perception
- Must use hands and arms to reach for, grasp, and manipulate objects

Working Environment:

- The work usually takes place in a clean, pleasant and comfortable office setting
- The employee is faced with constant interruptions
- The employee may spend long hours in intense concentration
- The employee may enter data into computer systems for long lengths of time requiring attention to detail and high levels of accuracy

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.