



Job Title: Development Coordinator
Reports to: Director of Development
FLSA Status: Exempt
Revised Date: May 30, 2019

Summary:

The Development Coordinator is a full-time exempt position reporting to the Director of Development. The Development Coordinator will be responsible for coordinating special events held each year that currently include the Sprout Film Festival/Infusion of Inclusion, the One Step Forward Celebration, the Golf Tournament and Wings for All. Additionally, an individual who possesses the ability to research new grant opportunities and maintain relationships with current grantors will be given special consideration. The Development Coordinator should be experienced working with volunteers; in researching and writing grants for the organization; capable of creating, printing and distributing the newsletter; maintaining the Development department's fundraising database; maintaining the Development department's supply inventory used within the department and for the organization; overseeing the Membership Program and Memorials; further developing the organization's outreach to the community via Social Media; managing the correspondence with donors.

Essential Duties and Responsibilities:

1. Manage planning and implementation of special events in conjunction with the Director of Development, and committees, providing primary coordination, event marketing and financial tracking and reporting.
2. Manage and ensure maintenance and accuracy of the Abila Fundraising 50 donor software database including but not limited to, coding updates, all entry on donor records, reporting/list requirements, and acknowledgements for all gifts including in-kind donations.
3. Manage Infusion of Inclusion school-based assembly program.
4. Responsible for the relationship of several grantors and displaying research capabilities when new grant opportunities arise.
5. Research grant opportunities; initiate the application for new grants; follow-through during the application process.
6. Prepare and design various communications, publications and marketing material in support of Development strategies, including but not limited to newsletters, articles for other publications, press releases, advertisements, brochures and marketing materials.
7. Maintain the department's supply inventory.
8. Manage the correspondence with current donors, and work with volunteers to make thank you calls.
9. Maintain Development records that include gift information, memberships and memorials.
10. Develop and maintain electronic communication vehicles, including but not limited to website, electronic newsletters and event calendars, and social media.
11. Grow and direct the organization's use of Social Media for greater outreach to the community.
12. Ability to work with all other departments of The Arc in carrying-out organizational tasks/activities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

1. Verbal and Written Communication: Speaks and writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numeric data effectively; Able to read and interpret written information.
2. Team Player: Acts as a member of a team by supporting everyone’s efforts to succeed; Balances team and individual responsibilities; Contributes to building a positive team spirit; Exhibits objectivity and openness to others’ views; Gives and welcomes feedback.
3. Quality: Demonstrates accuracy, thoroughness and attention to detail; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
4. Independence: Capably works independently under the direction of the Director; Prioritizes and plans work activities; Uses time effectively; Takes responsibility for own actions; Completes work on time or notifies Director with alternative plan.
5. Interpersonal Skills: Capable of comfortably interacting with diverse populations with appropriate sensitivity; Remains open to others’ ideas; Maintains confidentiality.
6. Involvement/membership in a community organization(s) outside of The Arc (i.e. Chamber, Rotary, AFP, as examples of many).

Education and/or Experience:

Associate’s degree from an accredited college or university or equivalent work experience.

Computer Skills:

Knowledgeable in using Microsoft products; Capable of using Abila Fundraising 50 program.

Requirements for Continued Employment:

1. Successful completion of the 90-day initial performance evaluation period (for new employees and employees in a new position).
2. Successful completion of job responsibilities.
3. Documentation that employee has the necessary security clearances.

Physical Demands:

No unusual working conditions or health hazards inherent to the position.

The physical task of the position may include light lifting, transporting and set-up activities such as: lifting and carrying materials, brochures and supplies to designated vehicles for transport to special events; unloading and setting –up materials at event functions; lifting and carrying department-related mail items to designated vehicle for transport to Post Office (USPS).

Is there any reason why you would not be able to fulfill the requirements of the job?

_____Yes _____No If Yes, reason: _____

I have read the job description and agree to its provisions:

Employee’s Signature

Date