



Job Description

Position Title: Development Coordinator

Time Commitment: 20-24 hrs per wk

Reports to: Executive Director

Revised Date: October 2021

Description

Through the development of strong relationships, the Development Coordinator will foster a culture of philanthropy and secure funds to support our mission and programs. This role will provide daily management to a growing and comprehensive development program, oversee all aspects of fund raising with a particular focus on annual giving, corporate/foundation relations and grants, donor prospect management, stewardship, and special events.

Qualifications

Desired:

- Bachelor's Degree in communications, marketing, non-profit management, public relations or English
- Experience serving in a comprehensive fundraising role
- Record of success in cultivating, soliciting, and closing gifts
- Superior written/oral/interpersonal communication skills
- Precise attention to details
- Computer/technology literacy, MS Office, donor software and social media knowledge
- Experience in the grant writing process

Competencies *(Knowledge, Skills and Behaviors)*

- Interpersonal skills powered by a servant's heart
- High degree of Emotional Intelligence
- Organizational and Time Management Skills
- Communication Skills with superior written/oral skills
- Creative, strategic thinking
- Technical Skills Computer/technology literacy, MS Office, donor software and social media knowledge
- Professionalism
- Negotiation Skills

Job Responsibilities/Expectations

- Increase current corporate and individual cash and in-kind donations
- Cultivate new donor relationships
- Build and maintain relationships with current donors and partners
- Oversee, manage and grow an annual fund- giving program of current donors and prospects comprised of individuals, corporations and foundations to secure annual operating support gifts
- Work closely with volunteer event committee to develop a strategy to ensure events are successful and impactful through targeted sponsorships for special events and ticket sales.
- Research, identify, write and submit successful grant applications to private and corporate foundation prospects. This process includes developing relationships with key program officers with our funding partners.
- Track and record daily activities, conversations and appointments in a donor relationship database.
- Provide weekly recaps with follow up and follow through next steps.
- Collaborate with the Development Committee Chairperson to ensure that financial goals are met.
- Increase community awareness by effectively representing Sparc Hope's mission, vision, values and goals.