



DEVELOPMENT COORDINATOR

DEPARTMENT: Development
REPORTS TO: Director of Resource Development
CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hrs
PAYRATE: D.O.E.

POSITION PROFILE:

The Development Coordinator is responsible for the planning and implementation of both communication and fundraising efforts.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Support public relations efforts and identify promotional opportunities.
- Draft and produce newsletters and assist with written communications and projects.
- Support media strategy and steward relationships with media.
- Identify and implement opportunities to cultivate new donors and audiences.
- Maintain communication with donors and partners through email and social media.
- Respond to general information inquiries.
- Update and distribute agency brochures and other promotional materials.
- Oversee mail campaigns, tracking and follow-up.
- Utilize donor database for planning, communications, and follow-up.
- Establish linkages with and expand breadth of corporate and foundation funders.
- Research resource/funding opportunities, calendar deadlines, and assist with grant packaging.
- Assist with agency content needed for grants and reports.
- Assist with special projects and proposals as required.
- Solicit both cash and in-kind donations in support of fundraising and in-kind events.
- Participate in agency functions.
- Engage SAY staff in development efforts and support their communications needs
- Maintain accurate knowledge about the agency, its programs and service.
- Accurately represent the agency to and maintain positive working relationships with the general public, clients, funding sources, government bodies, etc.
- Communicate positive and negative feedback from the community through your supervisor to management.
- Other tasks as assigned by the Director of Resource Development.

QUALIFICATIONS (Education, Experience and Certifications):

- BA in Marketing, Communications, or related field.
- Experience with an array of written communications, including social media, email campaigns, web content, newsletters, agency collaterals, and more.
- Fundraising and development experience.
- Prior experience in non-profit sector.



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KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to plan, coordinate and implement activities.
- Ability to multi-task and problem solve.
- Strong presentation skills and excellent written and verbal communications skills.
- Experience training and supervising support staff, interns, or volunteers.
- Microsoft office and database management proficiency.

WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.