

JOB DESCRIPTION

TITLE: Development Coordinator

LATEST UPDATE: 02/06/2019

INDUSTRY TYPE: Nonprofit

OF EMPLOYEES: approx. 3

LOCATION: New Orleans, LA

CLASSIFICATION: Full-time, Exempt

REPORTS TO: President

COUNCIL SUPPORT: Planning & Development,
Ways and Means, Membership

JOB SUMMARY:

The Development Coordinator is the staff member and focal point for development activities, and works directly with the President, Board of Directors, JLNO members and staff to support the development, implementation, and coordination of a comprehensive resource development strategy, including the identification, qualification, cultivation, solicitation, and stewardship of prospects related to individual and corporate giving, grants, annual campaigns, foundations, in-kind donations, special events, sponsorships and planned giving. The Development Coordinator will partner with members to provide expertise and guidance in fund development principles and best practices that maximize fundraising opportunities.

SUPERVISORY RESPONSIBILITIES:

- May supervise and coordinate external vendors, consultants, or other resources
- Responsible for successful completion of assigned volunteer's task and projects, which may include working with internal and external stakeholders, coordinating various committees, and developing new processes

KEY RESPONSIBILITIES include but not limited to:

Systems and Infrastructure

- Create the fundamental systems required to run a best practices fundraising program.
- Maintain donor and foundation records and ensure the accuracy and efficacy of the donor database.
- Carry out donor acknowledgment and stewardship functions, including, maintenance of donor database to include donor giving history, contact information, and preparation of reports on solicitation progress and results.
- Assist JLNO volunteers in their current and future fundraising efforts by developing and implementing a fund development calendar for all events, solicitations, and grant proposal due dates.
- Respond to inquiries from JLNO members in regards to fundraising activities and serve as a clearinghouse for all solicitations ensuring donors and potential donors are not asked multiple times.
- Ensure donor benefits are fulfilled as promised including recognition at special events and on printed materials.
- Develop and maintain policies for timely acknowledgment of cash and in-kind gifts.
- Participate in Committee, Council and Board Meetings as needed.

Corporate and Foundation Relations

- Develop and implement a strategic fundraising strategy to secure corporate and foundation grants.
- Identify, qualify, and prioritize potential funders for specific community initiatives.
- Facilitate the development of relationships with funders through personal meetings, regular communications, or arranging for meetings with the President and Council Directors.
- Track and meet grant submission and reporting deadlines.
- Draft and oversee the development of funding proposals to help ensure proper submission. Coordinate the gathering of information (budgets, materials, evaluation reports, etc.) to support grant requests and reporting.
- Track and report on the fulfillment of grants with program staff and serve as an ongoing liaison to donors.

Major Gifts/Individual Donor Development

- Leverage existing relationships to secure major gifts from individuals.
- Work with the Board of Directors and staff to identify, cultivate, and solicit major gift prospects and donors.
- Implement a moves management system to support major gifts.

- Lead the production of special letters, gift acknowledgments, and other communications with major gift donors.
- Assist with the design and development of a donor page on JLNO website.
- Design and implement strategies for building a contact list.
- Rigorously evaluate all efforts and progress toward goals.

Fundraising Events

- Serve as primary staff support for sustainer clubs and events.
- Organize and support various other events (public and invitation only) to help promote JLNO as appropriate.
- Serve as liaison between Committees/Councils to ensure there is no duplication of efforts and everyone is working toward the same common goal with respect to fundraising, event coordination and support.
- Assist Communications and Operations Manager and members with creating all printed materials for events including solicitation letters, invitations, and thank you letters.
- Assist in creating donor levels, deliverables and solicitations for fundraisers.

EDUCATION/KEY SKILLS REQUIRED:

- Bachelors degree, preferred.
- Minimum two years of experience in nonprofit development.
- Advanced computer skills to include spreadsheet and word processing software.
- Understanding of database management, preferably individuals who have previous experience with database development, pulling queries and writing reports.

DESIRED CHARACTERISTICS AND EXPERIENCE:

- Establish priorities, work independently, and proceed with objectives without supervision
- Effectively communicate with committees, donors, and the general public
- Work effectively as a team contributor
- Highly organized, thorough and detail oriented
- Creative thinking and problem-solving
- Commitment to voluntarism and training
- Excellent writing and oral communication skills
- Positive and flexible attitude
- Experience in Digital Cheetah and graphic design software a plus.
- Ability to lift approximately ten pounds

I have read and understand this explanation and job description.

Employee Signature: _____ **Date:** _____