



Development Coordinator

Position Description, Duties & Responsibilities

POSITION SUMMARY: To coordinate, organize and execute all fundraising efforts. Assist Executive Director in maintaining donor relations, securing new donors and creation of comprehensive fundraising plan for the coming year. Position also includes grant identification, writing, and reporting. Fundraising efforts include major gifts program, annual fund, planned giving, special events and capital campaigns. Assistance with all marketing materials and social media. Other office duties as requested. Works closely with Executive Director.

REQUIREMENTS: Candidate must possess strong organizational, listening, interpersonal, communication and writing skills. Embrace the mission of LoveWay as one of its strongest advocates. Possess knowledge and experience in fund raising techniques, particularly major gift fundraising. Able to work with and motivate staff, board members and other volunteers. Ability to manage multiple projects simultaneously. Be well organized and exhibit follow-through on tasks and goals. Be a self-starter and goal driven re: initiation of donor visits and fundraising calls. Display a positive, caring attitude for people and community, demonstrate presence, self-confidence and common sense. Possess professional computer skills, especially MS office. College degree preferred.

Key Responsibility: Development and Fundraising

1. Oversee grant seeking including research, management, proposal writing, and reporting requirements.
2. Assist, as requested, with development efforts, including donor engagement.
3. Coordinate fundraising events – including, but not limited to: Derby Day, Gallop for the Green, Annual Giving and Ride-A-Thon.
4. Track and maintain current grants, and submit, track and update additional grant opportunities.
5. Oversee fundraising database and tracking systems.
6. Supervise and collaborate with other fundraising volunteers.
7. Coordinate department information and creation of quarterly newsletter.
8. Copywriting needed.
9. Attend all speaking engagements with Executive Director.
10. Perform other duties as requested.

Personal and Professional Attributes:

1. Demonstrate professional conduct as all times.
2. Proven ability to multi-task, prioritize and organize.
3. Represent LoveWay in a positive and professional manner.
4. Respectful communication with community, staff and clients.

Reporting Requirement: This position reports to Executive Director. This position is a full-time, hourly position that requires working a flexible schedule that is determined by the Executive Director. Position is nonexempt and subject to overtime pay.

Employee

Date

Supervisor

Date