



POSITION DESCRIPTION

Position Title: Coordinator, Development

Reports To: Director of Development

Grade/Level: Non-Exempt

Work Schedule: M - F 9am - 5pm

General Description: Administer Development operations activities, including: documenting and processing gifts / pledges / sponsorships / grants / donations, database coordination, coordinating stewardship and donor relations, and providing general administrative support.

Fundraising

- **Administer donor stewardship and donor relations** (coordinates formal acknowledgements process – including drafting acknowledgement letters / personal emails / receipts, engages leaders in personal outreach, executes plans for VIP and Donor recognition / lounge at meetings, prepares an 800+ name donor list with a need for the highest-level of detail)
- **Coordinate donor visits** (schedules cultivation / solicitation / stewardship meetings, assists with agenda creation, creates / updates donor history/briefs, provides volunteer leaders with meeting briefs/materials, assists with developing donor solicitation visit materials, assists with developing gift proposals)
- **Assist with researching / planning for new fundraising initiatives** (example our Day of Thanks, Giving Week, and future peer-to-peer activities)

Database Management/Website

- **Coordinate Raisers Edge database activities** (processes gifts / pledges and administers pledge collection, generates trends reports, creates queries, maintains dashboards, coordinates import/export procedures with IT to maintain data integrity between systems, assists with moves management / assignment of fundraisers to donors)
- **Coordinate monthly reconciliation activities with finance and IT** (prepares agenda, generates and sends reconciliation report, prepares meeting action items and monitors related follow-up)
- **Facilitate development-related content** for aasldfoundation.org (in collaboration with IT and marketing, maintains online donation processing and donor acknowledgment system, and coordinates Foundation marketing materials)

Foundation Administration

- **Document revenue and donations** (coordinates execution / filing of donor agreements, grant and donation contracts, maintains grants solicitation calendar / reconciliation documents)
- **Assist Development Manager with sponsorship / grant seeking** (collection / approval of supporter artwork, prepares applications / documentation for proposals and requests, invoices and collects corporate support / grants revenue, enters sponsorship into database, and provides reports to finance)
- **Coordinate committee and Board meetings** (plans logistics, prepares RSVP lists, prepares materials and assists with distribution, schedules calls, maintains accurate records and minutes)

for several Committees)

- **Maintain donor history and ensure efficient organizational administrative practices**, (maintains paper and digital filing systems, enhances office processes, documents day-to-day procedures, and processes payments)
- **Prepare correspondence and generates mailings** to prospects, donors, and volunteers
- **Facilitate development's operational logistics** for The Liver Meeting (coordinates space requests / F&B orders, maintains office supplies and equipment, prepares shipment and inventory list)
- **Serve as the first-line of contact** for Development (answers inquires via our Foundation email account, by phone, or in person)
- **Other duties as assigned**

Education

College degree or equivalent work experience in fundraising, non-profit or membership organization, sales & marketing, or public relations.

Skills Needed in Position:

- Computer skills to include MS Office Suite – especially Word, Excel, and PowerPoint
- Familiarity with Raisers Edge, Association Anywhere and/or another database
- Attention to detail is a must for maintaining financial records and donor lists
- Excellent verbal, written, creative, and editing skills
- Ability to meet deadlines, organize, and prioritize work – project management abilities
- Familiarity with prospect research
- Must have a customer service attitude and pay attention to detail
- Must be a team player

Competencies

Character Strength: Overcomes obstacles to getting work done. Keeps promises and meets commitments. Demonstrates personal integrity in all interactions. Maintains confidences.

Composure: Uses techniques to manage stress so that it does not interfere with the accomplishments of the work. Maintains calm demeanor even during stressful periods. Demonstrates ability to accept criticism.

Emotional Maturity: Demonstrates ability to work effectively with others possessing less experience or technical expertise. Can accept decisions which go contrary to personal ideas and beliefs. Can accept compromise.

Interpersonal Skills: Demonstrates ability to get ideas across through clear and logical communication. Demonstrates ability to lead meetings, speak in public, and prepare written correspondence.

Realistic: Recognizes the motivations and hidden agendas of others. Strives for win-win outcomes. Accurately relays progress, obstacles, and opportunities.

Teamwork: Takes appropriate role in the team, leading or following. Accepts the decisions of the team.

Technical Skill: Applies education, training, and experience toward mastery of job requirements.

Verbal Ability: Communicates detailed or technical information clearly. Logically organizes ideas; gives open and honest feedback.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Duties and responsibilities may be changed or expanded at any time to accommodate the needs of AASLD.