

FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

Job Title: Development Coordinator

Reports to: Development Manager

Education Requirement: Bachelor's Degree

Experience Requirement: Minimum of 2 years in profit or non-profit with primary responsibility for developing and fostering customer/donor relationships.

Job Summary:

Under the direction of the Development Manager, support the achievement of annual fund development goals and objectives with a primary focus on in-kind and entry-level (under \$1,000) donor relationships. The Development Coordinator will handle public speaking engagements and corporate presentations.

Essential Job Duties:

Seasonal Programs Planning and Communications (40% of time)

- Solicit in-kind donations and support special outreach programs.
- Identify strategies to create, strengthen and steward mutually beneficial relationships with corporations and large community groups to include volunteer experiences and charitable support.
- In collaboration with Operations team and Volunteer Manager, identify and solicit in-kind donor contributions and volunteer support to meet seasonal program goals.
- Manage donor contributions and communications for seasonal programs.

Outreach and Awareness (30% of time)

- Manage outreach activities to corporate partners. Identify new opportunities and deepen relationship with current partnerships.
- Attend and manage corporate engagement activities.
- Support the development of marketing and communications materials for community events and outreach activities.
- Collaborate with the Volunteer Manager on faith based and school partner outreach activities.

Development and Community Fundraising (25% of time)

- Manage Gala event logistics and ensure timelines are in order with Development Manager.
- Procure and track opportunity drawing items for the Gala.
- Work collaboratively to identify mid-level donor prospects among the entry level and in-kind donors and help steward donors who have reached their maximum giving potential.
- Actively work to deepen relationships with entry level and in-kind donors to increase donor retention & grow the yield.
- Evaluate and manage community fundraising activities and collaborations.

Other Duties as Assigned: (5% of time)

- Maintain Raisers Edge records to capture on-going donor information.
- Participate in all staff and fund development meetings.
- Assist with other special projects as assigned.
- Contribute ideas and content for social media postings to Grants and Communication Manager.

Additional Qualifications:

- Maintain valid California Driver License and State Mandated Vehicle Insurance.

Please send an email including your resume to Elizabeth Childs, Director of HR, at echilds@families-forward.org.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Key Skills:	Comprehensive Expert with total knowledge; guides others	Advanced Fully trained; req. occasional assistance	Moderate General knowledge but not totally proficient	Basic Trainee with general understanding
Technical/Functional Expertise: Precise Deadline & Time Mgmt			Required	
Industry Knowledge: Grant Research & Writing			Required	
Computer Software: Microsoft Office			Required	
Interpersonal/Communication: Strong verbal & written skills			Required	
Language (non-English): Speak & understand Spanish				

Work Environment/Requirements: (time required in terms of an 8 hour workday)

Time each day (Occasionally = 0.5 to 2.0 hours; Frequently = 2.5 to 4.0 hours; Continuously = 4.5 or more hours)

Basic Duties	O	F	C
Drive car	O		
Operate forklift			
Ride in car	O		
Travel	O		
Use telephone		F	
Type or use PC equipment			C
Sit at desk			C
Noise Level			
Very quiet (forest trail; isolation booth, etc.)			
Quiet (library; private office, etc.)			
Moderate Noise (open office)			C
Loud Noise (warehouse, fork trucks, etc.)			
Very Loud Noise (heavy equipment, etc.)			
Work Environment			
Wet, humid conditions (non-weather)			
Work in high, precarious places			
Fumes or airborne particles			
Toxic or caustic chemicals			
Outdoor weather conditions			
Extreme cold (non-weather)			
Extreme heat (non-weather)			
Risk of electrical shock			
Risk of radiation			
Vibration			
Other:			

Basic Functions	O	F	C
Kneel/bend/crouch/crawl/squat	O		
Talk		F	
Hear		F	
Climb or balance			
Reach with hands or arms	O		
Reach above shoulder level	O		
Stand or walk	O		
Use hands to finger/handle/feel			
Push/pull			
Special Vision Requirement			
Close vision (clear at 20 inches or less)			C
Distance vision (clear at 20 inches or more)			C
Color vision (identify & distinguish colors)			C
Peripheral vision (Observe up/down/left right)			
Depth perception (3 D; judge distance)			
Ability to adjust focus			C
Lifting/Carrying			
Up to 25 lbs.	O		
Up to 50 lbs.			
Up to 100 lbs.			
More than 100 lbs.			
Working Hours			
Physical presence during work hours			C
Weekends	O		
Overtime	O		

Manager's Approval

Employee Approval

Human Resource's Approval

Date

Date

Date