



Job Title: Development Coordinator	Job Code:
Department: Development	Reports to: Development Director
Effective Date: 8/20/19	FLSA Status: Non-Exempt/Hourly

Position Overview

Hours: Average workweek 40 - 45 Weekly; Hours may be flexible as necessary to achieve program objectives, tasks, activities, responsibilities and to effectively document outcome measures and variances.

Summary Description: Work with the Development Director to assist and support development efforts and annual development plan. Coordinate agency’s direct mail and email appeals, manage and execute annual fundraising events, and manage a portfolio of mid-level donors. Ensure donors are properly stewarded. Help maintain a visible presence as an ambassador of the agency in the philanthropic, corporate, and nonprofit communities.

Essential Goals:

Develop and implement annual mail and email appeals

Oversee and execute all aspects of B ATP’s annual fundraising events

Increase donor base through appeals, communications, and donor stewardship

Meet annual fundraising goals

Build relationships with potential donors with focus on mid-level and major giving

Track and support all third-party events and fundraising efforts, including management of in-kind wish list

Manage a portfolio of major donors to cultivate and put plan of cultivation into action, including meetings and visits

Support a culture of philanthropy in the agency

Specific Responsibilities:

- Develop and implement annual fundraising appeals in cooperation with Development Director
- Oversee and supervise all aspects of annual fundraising events, including volunteer committee support
- Coordinate all donor recognition events
- Grow a mid-level gifts program including identification, cultivation, and solicitation of donors
- Research, identify, cultivate, and communicate with new and established donors; work with staff to keep them informed on a regular basis of organization’s work and the impact of their contributions
- Work with Volunteer Coordinator to create volunteer engagement plan for conversion to donors
- Ensure donors are properly stewarded based on team stewardship plan
- Maintain donor records in DonorPerfect with notes and appropriate reporting
- Meet regularly with Development Director to ensure progress toward team goals and individual goals
- Perform other duties as assigned, including participating in staff retreats, United Way tours, agency fairs, speaking engagements, and other activities
- Work with volunteer groups and manage volunteer activities for events
- Increase Agency visibility

Education and Other Requirements

- Must embrace the mission of Bay Area Turning Point
- Demonstrated experience of 3+ years in fundraising of \$100,000+ annually, event planning, and volunteer management
- Demonstrated successful track record of personally identifying, cultivating, and soliciting major individual and institutional donors
- Must have exceptional interpersonal communication, public speaking, proofreading, and writing skills
- Possess the ability to effectively work with and gain respect of a broad base of staff, volunteers, and the general public
- Understand ethical behavior and business practices and ensure own behavior and the behavior of team are consistent with these standards and align with the values of the organization
- Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters
- Maintain the desire to get out of the office and build external relationships
- Be a “self-starter” and goal-driven to initiate donor visits and fundraising calls
- Be aware and knowledgeable of the Greater Houston and Bay Area philanthropic community
- Possess strong organization skills, planning abilities, and attention to detail; must exhibit “follow through” on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence and self-confidence, and possess good listening skills
- Computer skills required include MS Word (including mail merge experience), Excel, PowerPoint, Outlook, DonorPerfect or similar CRM database, and strong overall web and social media understanding
- Ability to attend meetings/events outside of traditional working hours as necessary
- Bachelor’s degree or 5 years of experience in professional fundraising

I have read and understand the essential job functions that have been outlined in the above job description for Bay Area Turning Point.

Employee Signature

Date

Supervisor’s Signature

Date

3/1/2018
Development Coordinator

HR use only	
Job code	
Job Classification	
Management? (Yes/No)	No
Last revised	10/1/2017

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.