



Job Title: **Fund Development Coordinator**

Base Position Level: Coordinator

FLSA Status: Non-Exempt

Salary: 30 hours/week

Reports to: Executive Director

POSITION SUMMARY:

This position is for the role of **Fund Development Coordinator**. The Community Engagement Coordinator will play a vital role in supporting fundraising efforts, donor cultivation, and grant management. This position requires strong organizational skills, attention to detail, and a deep commitment to advancing the organization's mission through successful fundraising strategies. The Community Engagement Coordinator is responsible to uphold all policies laid out by the Board, as well as influence policy in their respective area. FDC is directly accountable to the Executive Director for executing Job Description and exercising "Competencies and Character" well.

ESSENTIAL FUNCTIONS:

Donor Engagement and Cultivation: Moves Management Coordination

1. Assist in identifying, researching, and cultivating prospective individual and corporate donors.
2. Develop and maintain relationships with current and potential donors to strengthen their connection to the organization. (warm transfers and scheduling for Executive Director/Team)
3. Collaborate with the Development Committee and Executive Director to create personalized stewardship plans for major donors.
4. Collaborate with the Development Committee and Executive Director to contribute ideas and strategies for achieving fundraising goals.
5. Stay informed about trends and best practices in fundraising to enhance the organization's fundraising efforts.
6. Prepare personalized acknowledgment letters and communications to thank donors for their support.
7. Regularly update donors on the organization's achievements, impact, and upcoming initiatives.
8. Respond to donor inquiries and provide excellent customer service to build donor loyalty.
9. Manage and execute donor Thank You processes (writing and mailing TY notes)

Grant Management:

10. Research and identify potential grant opportunities that align with the organization's programs and projects.
11. Prepare and submit grant applications, ensuring they are accurate, compelling, and meet all requirements and deadlines.
12. Communicate effectively with grantmakers and keep the Executive Director informed.
13. Manage grant reporting, tracking, and compliance to ensure timely submission of required documentation. Work alongside Accounting Associate for accurate expenditure numbers. (Grant Tracking in DonorPerfect)

Fundraising Campaign Support:

14. Assist the Event Director in the planning, execution, and evaluation of fundraising campaigns and events.
15. Create engaging fundraising materials, including appeal letters, email campaigns, and social media content.
16. Primarily responsible for Moves Management of donors beyond the fundraising event.

Database Management:

17. Work alongside Accounting Associate to maintain accurate and up-to-date donor records in the organization's CRM system.
18. Generate reports and analyze donor data to track fundraising progress and identify trends.

19. Ensure data integrity and implement best practices for data management.

Marketing and Communications:

- 20. Manage social media platforms (Instagram, Facebook, and LinkedIn)
- 21. Manage Content Calendar for up to date social media posts, newsletters, and captions.
- 22. Assist in the creation of event graphics and flyers
- 23. Manage Content Submissions GroupMe to acquire photos/content from the whole team to post on social media

CHARACTER:

Resilience: Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. --- Maintains composure and direction in high pressure situations. Accepts negative feedback in a constructive manner and adjusts behavior accordingly. Offers positive feedback to those in your care when necessary, and capable of maintaining a positive attitude when others don't respond well. --- Encourages others to stand strong in the face of adversity

Accountability: Holds oneself accountable for measurable high-quality, timely, and effective results. Determines objectives and sets priorities. Accept responsibility for mistakes, have a plan for solution. Complies with established policies, process, and procedures in accordance with all Best Practices. --- Investigates conflict or missteps in policy, procedure, or conduct and encourages individuals to take responsibility.

Interpersonal Skills: Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations, including students, parents, staff, volunteers and others always—but especially while representing Akron Youth Mentorship.

Teachable Heart: Willing to learn new ways, tools, information, etc. in order to love and equip the team and students better. Longing to learn/understand truth and context more.

COMPETENCIES:

Conflict Management: Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner. Manages frustration in personal conflict as well as the conflicts of others.

External Awareness: Well aware of the surroundings and local current events that can impact the temperature of the communities we serve and the neighborhoods we drive through. Spatial awareness is also important to the physical safety and public safety of self and other children.

Flexibility: Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles. Able to go with the flow and manage frustrations of changing plans and environments. --- Be gentle and skillful in coxing those struggling with flexibility into the right direction.

Communication (Written and Oral): Can communicate needs, wants, ideas, frustrations, etc., in a clear, concise, and timely manner. As well as the ability to listen well to the communication of others. Should be willing and able to use whatever means necessary (call, text, email, etc.) to gather needed information and deliver information as needed.

QUALIFICATIONS:

- 1. Must be in agreement with the Akron Youth Mentorship Statement of Faith.
- 2. Must be committed to the Vision and Mission of Akron Youth Mentorship
- 3. Bachelor's degree in Nonprofit Management, Fundraising, Business, or a related field (or equivalent experience).
- 4. Proven experience in nonprofit fundraising, donor relations, or grant management.
- 5. Proficiency in using fundraising software and CRM systems. Experience in DonorPerfect preferred
- 6. Strong research skills to identify potential donors and grant opportunities.
- 7. Goal-driven with the ability to meet fundraising targets.

Review:

1. All staff are subject to reviews ranging from 3-12 months and will be notified of the frequency prior to starting.
2. As Akron Youth Mentorship is a non-profit in an ever changing climate, know that functions, qualifications, character needs, and competencies are subject to change and will be agreed upon at review if any changes are necessary.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____

Supervisor name

Supervisor signature

Today's date: _____