



JOB DESCRIPTION

POSITION TITLE: Development Coordinator

EXEMPTION STATUS: Exempt

JOB RELATIONSHIPS:

Reports to: Advancement Supervisor/Director of Advancement/Chief Executive Officer
 Supervised by: Advancement Supervisor
 Personnel supervised: None
 Interrelationships: AFC Chief Executive Officer, Chief Finance Officer and Finance staff, Donor Relations Coordinator, PR/Marketing Coordinator, Volunteer Coordinator, Client Support Coordinator, Grants Coordinator

Summary:

The Development Coordinator will directly support the fundraising efforts of Alliance For Children and will serve as the subject matter expert for the donor database (Raiser's Edge) and for all logistical aspects of fundraising events. This position exercises a high level of independent judgement through logistical and vendor-relations decision making processes to ensure event success. This position also demonstrates a high level of discretion in relation to maintaining proper procedures to protect the integrity of donor gifts and organizational compliance.

Job Duties/Essential Functions:

Database Maintenance

- Database accuracy—maintain current and accurate donor, committee, and prospect information/accounts in database.
- Expand donor accounts to include accurate data regarding donor listing information, spouse, mailing information, salutations, employment details, constituent codes, attributes, etc.
- Generate lists and reports, produce labels for various mailing projects, invitations, and direct mail pieces.
- Generate reports to identify donor groups and support backup data.
- Assist with annual audit as needed.
- Work in tandem with accounting to identify and streamline procedures, codes, etc.
- Perform other related duties as requested by the Advancement Supervisor.

Contribution Management

- Manage all financial and in-kind gifts once they are received in office to include:
 - Manage all contribution processes from gift entry to batches/confirmations to accounting uploads.
 - Manage receipt and entry into database of all contributions and produce timely and meaningful donor acknowledgements within 5 business days.
- Income reporting—generate contribution reports for bi-weekly development meetings and as needed.

- Generate timely thank you letters and receipts to cash and in-kind donors.
- Produce timely honorarium and memorial acknowledgements.
- Perform other related duties as requested by the Advancement Supervisor.

Annual Giving, Special Events, and Grant Database Management

- Maintain all event records including contributions and donations from Greater Giving.
- Produce prospect lists, letters/mailings/labels for solicitations.
- Manage event direct mail process in coordination with PR/Marketing and outside printer.
- Maintain accurate committee, participant, volunteer, and sponsor lists, and keep invitation lists current.
- Produce event reports as needed.
- Coordinate annual appeal and annual report mailing lists, donor lists, and details.
- Process grant contributions in database.
- Perform other related duties as requested by the Advancement Supervisor.

Special and Third Party Events

- Coordinate and assist in developing all special event logistics including, but not limited to:
 - Overall and day-of event timelines including accurate and effective event orders.
 - Negotiating with venue contracts and booking event space, arrangement of food and beverages, ordering of supplies and audio-visual equipment, event signage, décor, and materials.
 - Serve as liaison with vendors on event-related matters.
 - Manage all in-kind donations for silent auctions including: Coordination of donations, tracking, inputting into auction software, accurate donor forms and acknowledgement of donors and donations.
- Assist Donor Relations Coordinator in administrative support of committee members and volunteers including but not limited to: meeting agendas, minutes and materials, and track meeting attendance and incidental payments as needed. Serve as backup to Donor Relations Coordinator in running meetings and related committee items.
- Coordinate committee meeting requirements and attend meetings.
- Demonstrate independent judgement by setting and meeting deadlines for all assigned mailings and printed/electronic event materials requiring timely coordination with Donor Relations Coordinator and PR/Marketing Coordinator.
- Build and manage all event websites through Greater Giving including sponsorship levels, day-of packages, and upload of guest names and silent auction lists.
- Responsible for tracking event finances and constant updates of budget including check requests, invoicing, and reporting, and provide periodic progress reports to Advancement Supervisor for each event project. This is to include expenses, vendor contact, and all logistical aspects of events.
- Serves as liaison to vendors and underwriting sponsors to ensure benefits match and are fulfilled for sponsorship levels.
- Input auction items for and assist with Pinwheel Society events.
- Perform other related duties as requested by the Advancement Supervisor.

ADMINISTRATIVE DUTIES

- Support all events and activities produced by the Advancement team.
- Perform other related duties as requested by the Advancement Supervisor.

Knowledge/Skills/Abilities:

- Bachelor's Degree preferred. Relevant work experience may substitute for Bachelor's Degree requirement.

- Raiser's Edge/Donor Database Management proficiency required.
- Minimum 3 years' experience working with databases.
- At least 2 years' experience managing special events.
- At least 3 years' experience with project and/or office administrative management including proficient use of Microsoft Office with advanced skills in Excel and Word applications.
- Demonstrated competence in the use of technology.
- Experience in Greater Giving or other online donation/event software is a plus.
- Strong verbal and oral communication skills.
- Extremely detail-oriented and organized, self-starter.
- Exemplary planning and time management skills.
- Must have valid driver's license and proof of liability insurance if driving for agency purposes.
- Must successfully complete annual criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

Physical Requirements:

Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Able to grasp, push, pull objects and reach overhead. Able to operate a telephone and computer. Ability to lift up to 25 lbs. Moderate independent travel by private auto required.

Mission:

The mission of Alliance For Children is to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.