

# **Hannah's House**

## **Coordinator of Development**

### **Job Description**

**Classification:** Non-Exempt

**Responsible to:** Executive Director

**Main Purpose of Job:** The Coordinator of Development creates and oversees the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, grant solicitation, and in-kind resources.

#### **Duties Include:**

- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
- Lead Development Committee meetings, including setting meetings, providing a development report and keeping notes.
- Create spreadsheets and presentations specific to community outreach with partner organizations, groups, churches, etc.
- Responsible for mailings specific to fundraising.
- Assist with website update and social media upkeep specific to events and fundraising.
- Engage volunteers for special fund development projects.
- Develop a communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization.
- Coordinate the design, printing and distribution of marketing and communication materials for development.
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner
- Prepare and submit grant applications to generate funds for the organization
- Oversee the planning and execution of special fundraising events to generate funds for the organization
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- Meet with the Executive Director weekly for supervision.
- Perform other duties as required by the Executive Director.

#### **Required Qualifications/Skills**

- High school diploma
- Pro-life, Christian
- Demonstrates proficiency in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, as well as strong internet research skills. Experience with social media, marketing, and public relations highly preferred
- Strong interpersonal, verbal, and written communication skills. Creative thinking, self-motivation, and general optimism highly valued
- Ability to work independently and in a team
- Ability to organize materials effectively and efficiently
- Project coordination experience a plus
- Flexibility required: candidate may be required to work some evenings or weekend hours

#### **Additional Information**

- Part-Time: 20 hours per week
- Starting Salary: \$12.00/hour

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.