



## Job Description

<b>Job Title</b>	Fund Development Coordinator		
<b>Reports to:</b>	Fund Development Director	<b>Department:</b>	Fund Development
<b>Employee Type:</b>	Full-Time	<b>Classification:</b>	Exempt
<b>Supervisory Responsibilities:</b>	None	<b>Number of Employees:</b>	None

<b>Position Summary:</b>	The Development Coordinator works to advance fundraising efforts for The Heat and Warmth Fund. This position is responsible for donor database management; tracking, reporting and acknowledging gifts; preparing development related reports; fundraising event coordination; and providing overall support to the fund development department, as needed.
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### Essential Functions

- Works with the fund development team to meet the annual fundraising budget goals
- Under the direction of the Development Director, coordinates the annual direct mail campaigns
- Works with the Development Director to plan, manage and implement assigned fundraising events. Will be responsible for logistic elements, revenue and expense tracking, as well as overall experience for attendees
- Responsible for all donor acknowledgement
- Process all donations/gifts daily (mail, online, in-kind, stock, etc.)
- Responsible for keeping donor database up to date, including gift entry, updating donor information, processing donations and online transactions
- Responsible for regular maintenance of donor database to remove duplicate records and research/correct inaccurate information, such as addresses, and other data integrity issues
- Generate reports and exports for mailings, event analysis, donor analysis and tracking of fundraising events

### Knowledge Skills and Abilities

- Excellent verbal and written communication skills
- Strong relationship building skills and the ability to provide an excellent donor experience
- Ability to work independently and be an integral part of a team
- Rigorous attention to detail and accuracy
- Understanding of database management, gift processing and donor relations
- Manage the development and coordination of special events
- Ability to work in a fast-paced, rapidly-changing environment and to organize multiple and varied priorities
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, program beneficiaries, volunteers, donors, and other supporters
- Well versed in all Microsoft Office and Adobe products
- Willingness to work occasional evenings and weekends as needed

**Education and Experience**

- Bachelor's Degree in communications, marketing, business or related field.
- Minimum one year of fundraising, sales, marketing or related experience preferred
- Database management experience required, Raiser's Edge Certificate preferred
- A demonstrated track record of accomplishments in communications and public relations
- Nonprofit experience a plus.

**Physical Requirements\***

While performing the duties of this job, the employee may occasionally be required to stand, walk and/or stoop for long periods of time. Mild physical labor required to complete the tasks at hand. Other physical demands coincide with the duties of a fundraising professional. The employee must occasionally lift and/or move up to 25 pounds.

**\*THAW will make reasonable accommodations necessary to comply with the ADA regulations.**

**Travel Requirements**

Some travel will be required for position. Must have reliable transportation, valid driver license and auto insurance.