

EVERYDAY BLESSINGS, INC.

**JOB TITLE:** Development Coordinator

**POSITION SUMMARY:** The Development Coordinator is responsible for assisting the Senior Development Director with the management, promotion, and advancement of the image of Everyday Blessings, Inc. This person works to increase revenue and communication with contributors supporting our mission and goals.

**MINIMUM REQUIREMENTS:**

- Bachelor's Degree required
- Some experience in Development, Fundraising, or event planning
- Ability to work evenings and weekends when necessary

**BENEFICIAL SKILLS:**

- Grant Writing
- Effective communicator through writing and public speaking
- Proficient computer skills; including data base entry and utilization

**ACCOUNTABILITY:** The Development Coordinator works in full cooperation with the other members of the Senior Management team. This position reports to, is supervised and evaluated by the Senior Development Director.

**SPECIFIC DUTIES:**

**1. Mission and Vision:**

- a. Portraying the agency's mission in all aspects of development work.
- b. Sharing the vision for the agency in all aspects of development work.
- c. Creates public relations and media opportunities to promote Everyday Blessings, Inc.; its services, its needs (present & future) & its successes.

- d. Participating in professional and organizational opportunities; aimed at advancing the agency's mission.
- e. Networking in order to further the advancement of the agency.

## **2. Development:**

- a. Serving as a leader in the work of development internally and externally.
- b. Reporting to and seeking authorization from the Senior Development Director in matters relating to Development.
- c. Assists Senior Development Director with greeting visitors and conducting on campus tours.
- d. Assists in design of written and other communications both internally and externally, which advances the image and perception of the organization.
- e. Assist with press releases that will portray the Organizations' mission.

## **3. Fundraising:**

- a. The Development Coordinator communicates with the Senior Development Director regarding past and coming events. Coordinates reports to document results of past events and the process of upcoming events.
- b. Coordinates the formation of fundraising committees and provides support as needed.
- c. Assists Senior Development Director with annual fundraising goals.
- d. Assists Senior Development Director with creating, coordinating, and executing fundraising events. These events may be on or off campus.
- e. Continuously seeks new fundraising opportunities.
- f. Increase the communication with individuals, businesses, churches and members of various groups about programs and events.

## **4. Administration:**

- a. Attend agency meetings on a regular basis as requested by the Senior Development Director.
- b. Submitting reports or information as requested.
- c. Work in conjunction with Senior Development Director to maintain the agency website and social media channels, review continuously for outdated or missing information.
- d. Manages time wisely, thus maintaining a high level of productivity.

- e. Other projects as assigned by the Senior Development Director.

**5. In-Kind Contributions and Volunteers:**

- a. Develop and maintain procedures to ensure thank you notes are sent immediately to donors making monetary and in-kind donations.
- b. Oversee information related to the agency volunteer program. Provide reports to show trends and other pertinent data on volunteers.
- c. Ensure that volunteers are being utilized appropriately and review the volunteer training program periodically and implement necessary changes.
- d. Coordinate with departments and directors to meet their volunteer needs. Ensure the matching of volunteers to vacant volunteer positions as quickly as possible.
- e. Assist in gathering and collecting donation drop-offs.

**6. Grant Writing:**

- a. Becomes informed of avenues of support that exist through the form of grants and contracts.
- b. Assist the Senior Development Director with the completion of applications.

**AUXILIARY RESPONSIBILITIES:**

The Development Coordinator participates on a limited basis in matters related to program development. At all times, she/he remains abreast of program developments in order to accurately represent the Organization. She/he retains information of the number of children and families' services, and she/he takes every opportunity to speak knowingly about the services provided by the agency.

**COMPENSATION IS COMMENSURATE WITH EXPERIENCE**