

JOB DESCRIPTION

Title: Development Coordinator

Summary of Functions:

The Arc Pikes Peak Region (The Arc-PPR) seeks an early to mid-level career (3-5 years) development coordinator to serve as a dynamic ambassador for the organization. The Development Coordinator will work in partnership with the Executive Director, Board of Directors and Management team to increase individual, foundation and corporate donations and partnerships. This position requires a sound understanding of fundraising principles, best practices, process and strategies. The Development Coordinator must be passionate about the mission of The Arc-PPR. The development Coordinator will be responsible for carrying out The Arc-PPR fundraising plan for individual donors, foundations income and corporate donations.

Reports to: The Executive Director

Hours: This position requires **up to 26 hours** a paid work week. An average work week will be Monday – Friday 9:00am-4:00pm, however, this may be changed at any point in time to accommodate the needs of the organization.

Essential Job Duties are as follows:

Primary Responsibilities:

- Responsible for organizing opportunities to increase The Arc-PPR short-term and long-term revenue by identifying new prospective donors who can be cultivated into major donors
- Assist the Executive Director and the Building Committee identifying funding streams with focus on individual donors corporate donations, grants, as well as community and private foundation engagement
- Organize Building Committee calendar and attend Building Committee meetings and events
- Maintain strong communication with Executive Director and Building Committee members
- Work in collaboration with Executive Assistant to maintain fundraising data and donor list as well as the assurance that thank you messages to donors have been sent in a timely manner
- Responsible for conducting a full range of activities required to oversee the research, preparation, submission and careful post award management of grants
- May assist in writing proposals for unrestricted operating revenue and restricted projects and for submitting timely and accurate reports

- Perform prospect research on foundations and corporations for potential funding sources
- Assist the Executive Director with fundraising programs while ensuring the organization operates with the budget
- Regularly attend private funder and community events for the purpose of cultivating relationships

Required Knowledge, Skills, and Ability

- Knowledge of basic fundraising techniques and strategies
- Experience in devising and executing a fundraising plan using best practices, ethical principles and proven strategies
- Experience in cultivating individuals and corporate donors
- Experience in engaging committee members and volunteers in fundraising activities
- Ability to successfully operate all office equipment, including office computers, primary office phone with multiple phone lines, Xerox copier/printer/facsimile, folding machine, and credit card machine.
- Strong communication, organization, interpersonal and collaboration skills, an ability to handle multiple assignments, work well under pressure, and meet deadlines

Qualification

- BA or BS degree in business management, marketing, communications, public relations or similar discipline
- Understanding of current fundraising methodologies and data management including web-based, on-line solicitation, social media and digital marketing
- Experience in grant writing
- A current and valid driver's license required
- Current and valid automobile insurance required
- Completed Background check

Personal Characteristics Strongly Desired:

- Build Relationships: A strong ability to establish and maintain positive working relationships with others, both internally and externally, to mutually achieve the goals of the organization.
- Focus on Donor Needs: Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters.
- Lead: Positively influence others to achieve results that support the sustainability of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Organizational Relationships

- Reports to the Executive Director
- Is a member of The Arc of the Pikes Peak Region staff and is expected to help maintain an environment of mutual respect and collaboration among all staff
- Relates to clients, families, professionals, volunteers, community agencies, and the public

Working Conditions

- The work is performed in an office environment
- Necessary to job performance is the use of any or all of the following: Personal Computer, Microsoft office suite software, basic computer software programs need to complete job duties, multi-line telephone, copier, calculator, fax machine, cellular telephone.
- Use of personal vehicle is required for business-related transportation.

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moving mechanical parts, noise, lighting variation, vibration,

Physical Demands:

Some travel required. This position requires the ability to perform under sedentary to light working conditions; the physical stamina to perform job on a part-time basis and to attend to emergencies, meetings/functions outside of regular office hours. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sitting: Remaining in the seated position

Stand: Remaining on one's feet in an upright position at a workstation without moving about

Walking: Moving about on foot

Lifting: Raising or lowering of an object from one level to another (includes upward pulling) 10-25 lbs.

Carrying: Transporting an object, usually holding it in the hands or arms, or on the shoulder

Pushing: Exerting force upon an object so that the object moves away from the force

Pulling: Exerting force upon an object so that the object moves toward the force

Climbing: Ascending or descending stairs and ramps using feet and legs or hands and arms.

Balancing: Maintaining body equilibrium to prevent falling: when walking, standing, crouching, on slippery or erratically moving surfaces.

Stooping: Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles

Kneeling: Bending legs at knees to come to rest on knee or knees

Crouching: Bending body downward and forward by bending legs and spine

Reaching: Extending hand(s) and arm(s) in any direction

Handling: Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch.

Fingering: Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling

Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips

Talking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly

Hearing: Perceiving the nature of sounds by ear

Vision: Clarity of vision at 20 inches or less

Visual Accommodation: Adjustment of lens of eye to bring an object into sharp focus. This factor is required when doing near point work at varying distances from the eye

Field of Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point

FLSA Status

Nonexempt

ACKNOWLEDGEMENT AND AGREEMENT

I, _____, acknowledge that I have received a copy of the Development Coordinator Job Description. I understand that I am responsible for being familiar with its contents.

I further understand that the aforementioned job description represents a brief summary of the duties and expectations required of me for this position, which are subject to change without prior notice. I understand this job description may not be all-inclusive.

I acknowledge that reasonable accommodations may be made to enable me to perform the essential functions of this position. I understand that failure to successfully perform the essential functions of this job may lead to my choosing to leave the employment of The Arc Pikes Peak Region.

Employee Name (Please print name)

Employee Signature

Date: _____