



Child Advocacy Center

Job Description for Development Coordinator

Job Summary

The Development Coordinator is responsible for raising funds to support the mission of the Child Advocacy Center through donor development, grant writing and special events. The Development Coordinator is a full-time position and reports to the Executive Director.

Job Responsibilities

Donor Development and Recognition

- Develop and implement an annual fundraising plan to expand and strengthen operational support of the Child Advocacy Center with a first-year goal of \$150,000 from individual, community and corporate dollars as well as special events.
- Work with the Executive Director to develop and maintain a positive relationship with current and potential individual, community and corporate donors to the Child Advocacy Center to establish or increase their level of giving
 - Update the agency wish list and solicit donations from the community
 - Update the Child Advocacy Center donor database and identify potential new donors to add to the database

Marketing and Public Relations

- Work closely with the Executive Director to promote awareness of the problem of child abuse and the role of the Child Advocacy Center in our community.
- Oversee the development and distribution of marketing materials in print, television, radio and over the internet
- Update the information on the Child Advocacy Center website at least quarterly, or as needed

Volunteer Coordinator

- Recruit, screen, train and supervise an active pool of volunteers from the community who will provide support both at the Child Advocacy Center and at special events in the community

Supervisory Responsibilities

This position customarily and regularly exercises discretion and independent judgment in the performance of his/her duties more than 50% of the time and routinely supervises volunteers.

Qualifications

The Development Coordinator is a professional position that requires a bachelor's degree.

Work Experience

- Experience in nonprofit fundraising, including developing and implementing an annual fundraising plan generating at least \$50,000
- Experience in the successful execution of a special event generating at least \$10,000
- Experience in grant writing
- Experience in developing project budgets
- Experience in recruiting and supervising volunteers

Required Knowledge, Skills and Abilities

- Communicate effectively with others verbally and in writing
- Strong interpersonal skills demonstrating through the ability to get along with others and work as part of a team
- Present a positive image in the community
- Committed to the vision, mission and purpose of the Child Advocacy Center
- Flexible and possess creative problem solving skills
- Acquainted with and known in the community
- Comfortable with making individual asks as well as public presentations
- A self-starter who is able to turn thoughts into action and does not need external prompting to complete a task or assignment on time
- Able to handle multiple assignments and meet deadlines
- Organized, able to attend to details, demonstrates pride and ownership in the integrity of their work
- Able to listen to ideas and feedback provided by others
- Willingness to pitch in as needed around the Center
- Actively engaged in their professional development and committed to excellence
- Strong working knowledge of computer systems and software and ability to adapt to new technologies

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision.

Other

Weekend and evening hours are routinely required. Must be willing to work flexible hours. Must have access to a vehicle; possess a valid driver's license and proof of insurance. Must submit to a thorough criminal history background check annually.