

## Donor Relations Coordinator

<b>Reports To:</b>	<i>Creative Director</i>
<b>Supervises:</b>	<i>None presently</i>
<b>Salary:</b>	<i>\$32,000</i>
<b>FLSA Classification:</b>	<i>Exempt, part-time (30 hours per week)</i>
<b>Approved By:</b>	<i>Executive Director</i>
<b>Revision Date:</b>	<i>December 2022</i>

### JOB PURPOSE or JOB SUMMARY:

This position is responsible for working with the Creative Director and Marketing to plan and coordinate all aspects of fund development. Reports out to the Board of Directors every other month through the Creative Director and the Engagement Committee. Joins weekly staff meetings to collaborate with team members, as well as meeting 1-to-1 with the Creative Director. Aligns fundraising initiatives across domains; donor cultivation, planned giving, sponsorships, including special events. Identifies, organizes, and manages the fundraising activities of the relevant team members with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, and individuals. Meets with individual supporters as appropriate to steward and deepen their engagement.

### ESSENTIAL DUTIES and RESPONSIBILITIES:

	% of Total Time
<p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>Develop and execute a comprehensive written annual fundraising plan with strategies for donors and prospects in each constituent group including individuals, organizations, corporations to be reviewed and approved by the Board of Directors</li> <li>Provide monthly reporting to the Creative Director and the Board of Directors which measure progress towards achieving goals associated with the fundraising plan</li> <li>Expand Good Friend, Inc.'s fundraising by developing approaches to planned giving, sustaining donors and endowment development.</li> </ul>	40%
<p><b>Communications and Marketing</b></p> <ul style="list-style-type: none"> <li>Per the fundraising plan, establish and maintain active, targeted and timely communication with the entirety of the donor base for the purposes of attracting, engaging and retaining donors and growing their impact on the organization.</li> <li>Develop collaborative relationships with community associations, business leaders, and other institutions in order to build and sustain fundraising activities including sponsorships, 3rd party fundraisers, donations and event volunteer opportunities.</li> <li>Coordinate with the Marketing Coordinator to align messaging of all external communications including media relations, social media communication, media production, and general branding of the affiliate and all its programs.</li> <li>Collaborate with the Marketing Coordinator on press releases and media alerts pertaining to fund development.</li> </ul>	35%



## Events

- Manage or oversee all Good Friend, Inc. fundraising events, including developing event budgets with input from the Executive Director and Creative Director.
- Promote events to the business community as a way to support Good Friend, Inc. and provide support to those groups that want to host third-party fundraisers.
- Work with appropriate staff and volunteers to ensure that all aspects of a successful event are coordinated towards a common goal, which includes leadership of the Event Task Force.
- Meet or exceed fundraising goals for each event and prepare updates and event summary reports to be shared with the Fundraising Committee and the Board of Directors.

25%

***An individual in this position must be able to perform successfully the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.***

***The above list reflects the general details necessary to describe the principle and essential functions of the position and shall not be construed as the only duties that may be assigned for the position.***

## COMPETENCIES:

- ***Natural connector/relationship builder***
- ***Multi-tasker (capable of managing several projects simultaneously)***
- ***Inclusive of team members and volunteers in work approach***
- ***Inspirational, supportive/persuasive***
- ***Good communicator (understanding of behavioral styles in communication)***
- ***Networking and follow up, including tracking leads in a data management system (organization uses monday.com)***
- ***Fundraising experience***
- ***Google Suite experience***
- ***Microsoft 365 experience***
- ***Project Management software***

## MINIMUM QUALIFICATIONS:

**Education:** High school diploma

**Experience and/or Training:** One to two years of professional development and fundraising experience

**Licenses/Certificates:** None

**Technology/Equipment:** Proficiency with Google Suite applications. Client database experience.

## PREFERRED QUALIFICATIONS:

**Education:** B.A./B.S. preferred with an emphasis or concentration in business, marketing, public relations, or related field.

**Experience and/or Training:** Two to three years experience in a relationship driven role (fund development, sales, marketing, customer relations)

**Licenses/Certificates:** Association of Fundraising Professionals member

**Technology/Equipment:** Laptop (Good Friend, Inc. can supply or your own device), internet connection supportive of video conferencing, mobile phone (Good Friend, Inc. will pay stipend), understanding of donor management software.



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## PHYSICAL AND MENTAL DEMANDS:

Connecting with people is an essential function, and needs to be done in a variety of modalities (phone, in-person, video conferencing) and through a variety of platforms (LinkedIn, networking groups, etc.). Scheduling those opportunities and tracking that information requires decision-making ability and attention to detail. Understanding that many committee meetings, fundraisers, and networking events may take place in the evening or over the weekend will require a flexible working schedule (meetings and the work between them should take 15 hours per week), and will require transportation. This time commitment may increase during the planning and execution of fundraising events. Participation in fundraising events will require ease of mobility and some lifting. Attend weekly staff meetings, follow up with team members, and engage in a 1-to-1 weekly meeting with your supervisor (5 hours per week). As part of a team, members of which are working remotely, respond to emails and text messages, as well as use the project management platform, independently and in a timely manner (3 hours per week of internal communication). Creating reports for the board and committees will require some math according to budget expectations and key performance indicators (1 hour per week).

*The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.*

## WORKING ENVIRONMENT:

Most team meetings and networking events are in-person in office or congregate community settings. However, remote work (computer tasks, phone calls) can take place wherever the Fund Development Coordinator is most comfortable and focused, so long as the internet connection is stable (for audio/video) and private (to protect data in web-based applications). When it is necessary to participate in remote meetings, consider background noise and visual distractions for all participants' sake.

*The work environment characteristics described here are representative of those individual encounters while performing the essential functions of this position.*

\*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. Good Friend Inc retains the discretion to add duties or change the duties of this position at any time.