



Job/Position Description

JOB/POSITION TITLE: DEVELOPMENT AND VOLUNTEER COORDINATOR

Department:	Development
Incumbent:	
Date Revised:	January, 2023
Status:	Volunteer
Reports To:	Development Head
Supervises:	Volunteers, Interns

JOB/POSITION SUMMARY:

Develop and oversee the chapter's development and fundraising programs; oversees all areas of events, including cultivation, planning, coordination, implementation and management related to fundraising activities (events, volunteers, in-kind, promotions, etc.) for the Foundation.

JOB/POSITION RESPONSIBILITIES:

- Work with Director to set priorities of annual fundraising goals and plan long and short range strategies for fundraising and events which include developing new sources of funding (major gifts included)
- Prepare, edit and/or review all development materials (printing, press, web, etc.), including annual fundraising campaign
- Manage and oversee corporate proposals and grants for the Foundation
- Do all follow-up and acknowledgments for Development department
- Cultivate and maintain relationships with foundations, governmental entities, corporations, Chambers and individuals for cash fundraising, as well as, donations of in-kind resources with Director
- Manage donor prospecting, cultivation of activities, donor relations and donor recognition. Develop the systems needed for efficient and effective donor management, including databases with Director
- Coordinate internal and external fundraising events, including No Ask Parties, Corporate Program, Friends Group, etc.
- Act as a liaison to event organizers and committees and/or get appropriate speakers such as Director, Board members, students, donors, Board, etc. for events, presentations (including check presentations or dinner)

- Create and update all special event paperwork including agreements, applications and after event evaluations
- Work with media coordinator to produce event media releases
- Oversee the preparation, implementation and monitoring of monthly, quarterly, and yearly board and budget reports, event logs and evaluations to the Director
- Plan and Conduct New Volunteer Orientation; as well as lead regular volunteer recruitment activities and develop and implement volunteer training requirements and plan and implement special interest workshops
- Keep all volunteer files updated (background checks, etc.) and plan appropriate volunteer recognition and communications (newsletter, etc.)
- Recruit, supervise, and cultivate interns to assist with all area work tasks and needs to achieve all fundraising goals and office needs
- Follow all standard objectives
- Accept other duties/responsibilities as assigned by the Director

JOB/POSITION QUALIFICATIONS

- Ability to relate to varying personalities, effective people skills
- Excellent verbal and written communication skills
- Understanding of the principles of volunteer management and development
- Event planning and implementation
- Fundraising and speaking/presentation experience
- Ability to handle a variety of duties and prioritize tasks
- Good organizational and interpersonal skills
- Computer literate
- Dedication to achieving the goals of the 2 For 2 Foundation and the ability to demonstrate sensitivity toward donors and to work well as a team with volunteers and other staff
- Willingness to listen and to help build consensus within committee structure, and the ability to personally train volunteers
- High Energy, comfortable in a fast-paced environment and willingness to work flexible hours (weekends and evenings)
- Team player with strong attention to detail