



**Grow Fundraising**  
& Consulting

## Fundraising Coordinator

### Primary Responsibilities

- Provide an organized, productive, professional environment for team members.
- Maintain, track and be responsible for all company property and client inventory assigned to your team, campaign or person.
- Check and reply accordingly to emails and other work communication daily.
- Conduct all fundraising, brand building and team building activity in accordance with the law, the Code of Conduct and all documents and instructions provided by the organization.
- Practice good team building habits:
  - Conduct regular and ongoing coaching sessions with the individuals on your team to discuss personal goals and skill development that will increase their performance.
  - Enforce policy and procedures fairly and consistently in a nondiscriminatory manner.
  - Adhere to territory management and tracking policies and procedures as they relate they relate to contractual client obligations.
  - Promote best fundraising practice and campaign knowledge through your own example and that of your supporting managers.
  - Ensure weekly, appropriate and effective management meetings for your supporting managers to ensure ongoing professional development.
- Ensure Team Leaders complete all assigned duties on the Weekly Task List.
- Complete interviews and classroom training for all candidates for your campaign, when assigned.
- Complete and distribute weekly fundraising schedule to team members 48 hours prior to the start of the week.
- Work to promote one Team Leader per month.
- Adhere to all policies, instructions, timelines and guidelines provided by the company and industry best practices regarding data integrity, security and confidentiality.

### Position Requirements

- Ability to work in a fast-paced environment.
- Manage your team in a fair, consistent and responsible manner, considering all legal requirements.
- Understand, practice and enforce all non-discrimination and non-fraternization policies established by employment law and the Company.
- Willingness to participate in a rotating schedule which requires managers to share management responsibilities during holidays or the vacation time of colleagues.
- Ability to develop and promote Fundraisers and Team Leaders.
- Willingness to spend time fundraising as needed in order to meet campaign and personal performance targets.
- Ensure that all business conducted on behalf of the Company is ethical and done so with integrity.
- Possess a detailed understanding of and promote the Life-time Value Model of face-to-face fundraising.