



Fundraising Development Coordinator Volunteer for nonprofit job description

No One Greater Foundation is a 501(c)(3) nonprofit organization dedicated to the advancement of our communities by helping the homeless and youth. We are a small, but impactful organization consisting of ambitious volunteers who are determined to make a positive change in the communities we serve.

We are seeking a mission driven and qualified volunteer to fill the Fundraising Development Coordinator position to help raise additional funding for the organization. Reporting to the Fundraising Committee Chair and President of the organization. This position will assist with annual giving and donor experience initiatives as well as other fundraising activities. This is a key position to the growth of No One Greater and requires strong organizational and decision-making skills and the ability to work closely and effectively with the team, as well as independently. The volunteer filling this position must be experienced in development, fundraising, sales and/or outreach work.

Type of position

This is a part-time 100% volunteer position.

Responsibilities will include, but are not limited to:

- Devise, execute, and carefully monitor a strategy to cultivate and retain donors with the ultimate goal of increasing the amount of funds raised and the number of donors
- Research and developing proposals for funding
- Create a fund development plan to include major gifts and grant writing to meet established fundraising goals
- Help with coordinating events from conception to execution
- Participate in activities and events including dinners, receptions, and other donor cultivation initiatives
- Assist with managing donor database in Little Green Light including the accurate entry of all donation information into database (manual and automated)





- Generate and customize donor acknowledgement letters and other correspondence to ensure timeliness of communications to donors
- Work proactively with the Finance department to ensure accuracy in donation records
- Assist with donor relations, donor communications and campaigns, and grant applications and reports
- Represent Development team at internal interdepartmental planning
- Exceptional research and writing skills with demonstrated success developing proposals for funding
- Assists with and/or performs other duties as requested

Requirements/Qualifications:

- Working knowledge of Google Suite and Little Green Light
- Ability to time manage, multitask, and prioritize workload
- High-level verbal and written communications skills, possessing the ability to influence and engage a wide range of contributors
- Discretion and confidentiality a must
- Demonstrate ability to think critically, creatively problem solve, and use data analysis for sound decision making
- Disciplined self-starter who can set and achieve goals
- Ability to work independently and as an effective member of a team
- Minimum of 2 years of development, fundraising, sales and/or outreach work
- Understanding of and commitment to No One Greater's mission
- Capable of adapting to new conditions, assignments, and deadlines
- Must have access to a secure internet connection

