



POSITION DESCRIPTION

Senior and Disability Services Development Coordinator

Development Coordinator	
EMPLOYEE NAME:	
Position Title:	Development Coordinator
Classification/Salary Range:	Development Coordinator / SEIU Range 17.92
Division/Unit:	Senior and Disability Services / Administration
Supervisor:	Contracts Manager
FLSA Status:	Non-Exempt, Overtime eligible
Representation:	SEIU
Position Location:	Schaefers Building, 1015 Willamette, Eugene, OR, or S&DS satellite offices, or other locations as needed
Position Purpose	
<p>This position is instrumental in ensuring the success of the agency's revenue-generating campaigns, fundraising, and development initiatives for various programs. The Development Coordinator cultivates donor relationships, coordinates fundraising initiatives, and supports the agency in researching grant opportunities.</p> <p>Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.</p>	
Position Essential Functions	
<p>Coordinates all aspects of fundraising events and activities from planning to execution. Creates and updates fundraising materials. Maintains the fundraising calendar. Solicits for various fundraising events through phone calls, emails, and</p>	

in-person solicitation. Day-of coordination of events, logistics, and staff/volunteer assignments.

Creates sponsorship proposals and solicitation letters for events and fundraising activities. Sends acknowledgement letters and thank-you notes to donors.

Identifies, cultivates, solicits, and stewards current and prospective donors including individuals, partner organizations, and corporations. Responsible for developing and executing donor recognition programs, growing donor relationships, and cultivating new donors through prospect research, outreach and other initiatives throughout the community. This could include emails, phone calls, and in-person solicitation.

Manages the donor database and maintains data accuracy and integrity; enters event and donor data, creates digital donation forms, updates donor listings, and runs reports.

Coordinates and facilitates the S&DS fundraising meetings and leads the Fundraising Committee for the agency.

Researches and identifies new funding opportunities, including grants and sponsorships. Assists with writing grant proposals.

Assists in helping management in the development of fundraising goals and works to achieve and surpass these goals. Collaborates with management to ensure alignment between fundraising efforts and organizational priorities.

Provides reports and outcomes of fundraising events to management following each event and activity.

Other Duties of Position

Attends S&DS meetings and participates in trainings.

Provides back-up support to other positions in the office in case of absence or work overload.

Commitment to working effectively and collaboratively with colleagues, community members, and others from diverse backgrounds, in support of an inclusive and respectful environment.

Works to participate in the learning environment within the division.

Regular and on-time attendance.

Other duties as assigned.

Minimum Qualifications

Education and experience:

Bachelor's degree in any field, plus 3 years of relevant experience,

OR

Associate's degree in a related field, plus 5 years of relevant experience,

OR

Any combination of education and experience that provides the occupant with the skills, knowledge, and abilities required to perform the job.

Valid Oregon State driver's license or the ability to obtain reliable transportation to various sites within the State of Oregon.

Ability and willingness to travel.

Ability and willingness to work both day and evening hours, with some weekend events.

Passing a background check is required for this position.

Knowledge, Skills & Abilities

Excellent written and oral communication skills.

Professional communication and interpersonal skills – written, verbal, and public speaking -- for communicating with sponsors, coworkers, donors, and community members.

Strong knowledge of Senior & Disability Services and its mission, vision, and programs. Possess the ability to convey program information to a wide range of community members, businesses, and prospective donors.

Ability to think creatively and respond to a changing environment.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to establish and maintain effective working relationships.

Work closely with colleagues to establish plans for marketing events and programs.

Ability to work independently and as a member of a team.

Demonstrates sensitivity to the issues associated with low income, disability, diversity, and aging.

Ability to organize, plan, and manage multiple projects, tasks, and fundraising activities efficiently and effectively, with attention to detail, sometimes simultaneously.

Ability to handle multiple interruptions, maintain focus on tasks, and produce accurate work.

Foster positive relationships with current and potential donors.

Self-starter with excellent organizational skills, creativity, enthusiasm, and flexibility.

High level of attention to detail and accuracy.

Considerable ability to establish and maintain effective working relationships and communicate effectively with other employees, seniors, people with disabilities, representatives of other agencies, and the general public using tact, courtesy, and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines. Ability to understand and execute oral and written instructions, policies, and procedures.

Signatures

Employee signature and
date _____

Manager signature and
date _____

Human Resources signature and
date _____