

POSITION TITLE:

Development Coordinator

POSITION REPORTS TO:

Director Program Resources

Job Summary:

Plans and coordinates one or more stakeholder and philanthropic supported programs for United Black Fund, including fundraising, budgeting, and community outreach. Develops and implements programs that align with the organization's mission and goals.

ESSENTIAL FUNCTIONS:

Development Program Management

- Actively participate in the annual creation of the Development Plan and follow through on its successful completion
- Produce and implement both expense budgets and revenue forecasts for multiple development functions
- Analyze development progress to make adjustments and improvements to initiatives and processes Annual Fund Management
- Build relationships with existing donors
- Manage the Tramble Scholarship Fund process
- Create and implement an annual strategy for cultivating and stewarding donors through mailings, social media, events, targeted appeals, email, and other innovative techniques that can attract a diverse range of donors
- Remain up to date on the latest fundraising techniques to attract new donors and adopt new practices to further the agency's fundraising goals
- Leverage the power of social media, internet presence, printed materials, and technology used to cross promote agency messaging
- Involve Board Members in annual fund strategies to expand impact and buy-in

Special Events Coordination

- Strategically create a robust special events calendar that recognizes long-standing events while welcoming new traditions
- Lead all pre-event and day-of logistics for special events, including signature agency events, conferences, cultivation and exposure opportunities, and third party run events
- As needed, work with event vendors and consultants
- Manage the corporate sponsorships program to make events significant money earners for the agency
- Create and implement new techniques and fine tune existing techniques to make events as profitable as possible
- Cultivate and steward motivated participants to both raise funds for the event and remain connected to the agency afterwards
- Engage Board Members to fully utilize their ideas, connections, and talents
- Ability to coordinate events of various sizes while engaging stakeholders Donor Stewardship
- Oversee accurate gift processing standards, including timely gift entry and acknowledgement and integrity of data
- Effectively utilize the donor tracking database through accurate entry, advanced reports, and integrated communication options
- Ensure all donors are acknowledged in a timely manner
- Manage a pipeline of donors to welcome supporters at every level and further leverage their generosity
- Recommend development process modifications

Vendor Management Responsibilities

- Attend staff meetings and complete any mandatory certifications, requirements, and evaluations on time
- Maintain current knowledge in present areas of responsibility, profession, and industry trends
- Complies with all company, site policies, and procedures
- Make a positive contribution by making suggestions for improvement and learning new skills

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Marketing, Communications, or other related fields. Combination of education and equivalent work experience may be considered.
- 3+ years successful event management experience from planning and implementation, including management of budgets, resources, staff and volunteers
- 3+ years as project manager of multiple, simultaneous complex projects with demonstrated ability to change focus without losing momentum
- Proven stakeholder management skills, demonstrating ability to establish rapport with all levels of staff, Board of Directors, funders and donors
- Demonstrated ability to manage details, meet fundraising goals, build momentum around events, and work in a collaborative, welcoming manner
- Ability to create comprehensive and meaningful reports to provide executive level insight into development activities and progress toward goals
- Strong technical skills including: Microsoft Office, ability to create complex excel workbooks, manage Donor Snap database, and create presentations
- An excellent relationship-builder, with the ability to effectively implement new approaches by striking the right balance between getting buy-in and support, and pushing for result
- Strong commitment to UBF's mission

Preferred Qualifications:

- 3+ years Nonprofit experience