



**JOB: DEVELOPMENT COORDINATOR** (FULL-TIME/NON-EXEMPT)

**JOB PURPOSE:** To develop and foster partnerships with donors and other community leaders to ensure continued support and supply of Infant Crisis Services resources for babies and toddlers in crisis.

**SUMMARY**

Under the general direction of the Director of Development and Communications, the Development Coordinator manages donor relations on behalf of Infant Crisis by cultivating and developing relationships with in-kind donors, volunteer groups and corporate donors. The Development Coordinator actively participates in the implementation of organization-wide fundraising activities, ranging from public speaking events to coordinating logistics for Infant Crisis Services fundraising activities.

The Development Coordinator is expected to serve as ambassador at large for Infant Crisis Services and must demonstrate professional excellence and always perform to Infant Crisis Services' standards of quality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Works with the Director of Development and Communications to develop a portfolio of current and potential donors including, but not limited to businesses, corporations, individual volunteers, volunteer groups, and others as assigned.
- Responsible for securing new in-kind donors by identifying, cultivating, soliciting, and stewarding parties interested in the mission of Infant Crisis Services.
- Moves potential donors in an appropriate and timely fashion toward solicitation and closure.
- Makes solicitations when appropriate (solicits gifts consistent with each donor's readiness and interest).
- Maintains stewardship contacts with donors; adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors.
- Recognizes donors in a manner consistent with agency policy and the donor's request.
- Maintains ongoing relationships with donors in-person or via phone, mail, and e-mail to continue cultivation of their interest in the agency.
- Coordinates efforts to track and re-engage lapsed donors and prospects.
- Offers speaking engagements, educational opportunities, and materials to promote Infant Crisis Services
- Manages the Independent Fundraising committee, comprised of board members, volunteers and staff. Works collaboratively and strategically with the Executive Director and Director of Development and Communications, regarding donor development activities, providing them with accurate and current information about donor engagement, cultivation, and solicitation activities.
- Works collaboratively with and in support of volunteers, board, and staff to cultivate and solicit donors.
- Responsible for tracking all outreach, communication, and verbal and/or written interaction with within the donor program database.
- Co-manages agency's Teen Associate Board program
- Models the agency's core values of respect, compassion, kindness and love in all activities and interactions. Ensures that all donor development activities support the mission, vision, and brand of Infant Crisis Services.
- Advocates and promotes Infant Crisis Services to its community and donors through speaking engagements, tours of the agency, and presentations to civic, professional, and social groups.
- Assists with Infant Crisis Services clients on an as-needed basis.
- Other related duties may be directed by the Director of Development and Communications or designee.

## **EDUCATION AND/OR EXPERIENCE**

- Bachelor's' degree in related field and a minimum two (2) years' experience with a non-profit organization, preferably experience in fundraising, public relations, or marketing.

## **SKILLS AND ABILITIES REQUIRED**

- Mission-oriented and willing to apply Infant Crisis Services' standards and beliefs to the performance of job duties, adhering to Infant Crisis Services core values of respect, compassion, kindness, and love.
- Must be a highly energetic professional with a track record of building donor relationships.
- Excellent oral, written and interpersonal communication skills.
- Successful experience in identification, cultivation, solicitation, and stewardship strategies.
- Excellent organization and prioritization skills. Must be able to manage multiple projects simultaneously and with minimum supervision. Must demonstrate utmost attention to detail.
- Demonstrated competence in serving a culturally diverse population. Demonstrated ability to work collaboratively with a diverse workforce.
- Ability and willingness to travel for job responsibilities, including a valid driver's license and if needed use of a personal vehicle with adequate insurance.
- Ability to work and communicate with staff, clients and their families, donors, vendors, board members, etc. to meet their needs in a polite, courteous, and cooperative manner.
- Must be available to participate in events during business hours as well as evenings and weekends to cultivate and solidify relationships.

## **COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS**

- Experience utilizing technology, web-based tools, and social media for donor communication and solicitation preferred.
- Basic word processing skills: Microsoft Office proficiency required. Internet proficiency required.
- Experience in use of standard office equipment.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Oklahoma Driver's License
- CPR (can be obtained through Infant Crisis Services-sponsored training)

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit and use hands to handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk and hear. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to speak and communicate clearly, such as in public speaking engagements. Must be able to lift to 25 pounds.

## **WORK ENVIRONMENT**

The employee will work in an office environment and in close quarters with other staff and clients; job responsibilities may require frequent driving of varying distances between main office site and other locations. May be exposed to hazardous weather and driving conditions; not all sites will be wheelchair accessible and may have uneven, wet, or other hazardous walking surfaces. The noise level in the work environment varies from moderate to loud; frequent hectic situations will occur characteristic to working with infants, toddlers, and mothers in need. Employee must expect frequent exposure to strong odors such as soiled diapers and clothes, poor hygiene, and other conditions.

**The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.**