



DEVELOPMENT COORDINATOR

JOB SUMMARY: The Development Coordinator plays a key role in developing a long-term strategy that creates a sustainable income stream to support the mission and ensure the success of Family Supportive Housing. The Development Coordinator will implement and manage communication activities that promote FSH programs and services, enhance its image, and advance the mission and vision of the organization through press outreach, public speaking and electronic and print publications and promotional materials that grow FSH resources and improve its visibility to the community and to funders. The Development Coordinator will also manage the donor database, and implement and manage fund development activities including fundraising events & initiatives including, but not limited to, Soup Kitchen Dinner, Sanmina Golf Tournament, and all third-party events.

EDUCATION AND EXPERIENCE:

BS Degree required

Work experience in community based agency, non-profit organization.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: The following duties are normal for this position. The omission of any specific statements of the tasks/duties does not exclude them from this classification if the work is similar, related or a logical assignment for this classification.

- Produce all collateral material including newsletter, brochure, annual report
- Manage all electronic communications including FSH Facebook, twitter, E-blasts, and website
- Collaborate with the rest of the team to ensuring the success of fundraising activities.
- Coordinates community outreach activities, including, but not limited to presentations to community groups and churches.
- Develops and maintains relationships through networking with locally based community agencies, businesses, civic groups, churches and educational institutions.
- Collaborate with team in coordinating community outreach activities, including, but not limited to, presentations to community groups, schools and churches.
- Tracks and acknowledges all donations.
- Maintains donor files and manages donor database.
- Collaborate in the planning and implementation of processes that recognizes and honors donors, including, but not limited to, a donor recognition event, as well as the timely mailing of thank you letters.
- Compiles all the data relating to the donor database and generates reports (daily, weekly, monthly) as needed. Maintain the confidentiality of all data.
- Attends all meetings relevant to this position
- Performs other related duties as assigned by Supervisor.

KNOWLEDGE, ABILITIES AND SKILLS

- Flexibility and the capability to respond effectively in stressful situations
- Strong collaboration skills
- Detail oriented, highly organized, ability to multi-task and provide timely responses.
- Strong interpersonal, written, and verbal communication skills, including public speaking
- Strong organizational and planning skills
- Self-starter who can take initiative, work alone or as part of a team
- Ability to adapt to changing environment and priorities
- Proficient in MS Office and donor/volunteer software programs
- Ability to use own judgement and make sound decisions
- Commitment to the Mission of Family Supportive Housing

To perform this job successfully, an individual should demonstrate the following competencies:

- Commitment: Set high standards of performance; pursue goals and work hard/smart to achieve them; strive for results and success. Maintain strong commitment to the Mission of Family Supportive Housing
- Client Service: Meet/exceed the expectations and requirements of internal and external clients; identify, understand, monitor and measure the needs of both internal and external clients; talk and act with clients in mind; recognize and respect staff and volunteers.
- Effective Communication: Ensure important information is passed to those who need to know; convey necessary information clearly and effectively orally or in writing; demonstrate attention to, and convey understanding of, the comments and questions of others; and listen effectively.
- Quality: Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.
- Responsiveness and Accountability: Demonstrate a high level of conscientiousness; hold oneself personally responsible for one's own work; and do the required fair share of work.
- Dependability: Maintain good attendance and be punctual.

EQUAL OPPORTUNITY EMPLOYER