JOB TITLE: DEVELOPMENT COORDINATOR

REPORTS TO: DEVELOPMENT DIRECTOR

FLSA STATUS: NON-EXEMPT

JOB SUMMARY:
Under the direction of the Development Director, the Development Coordinator supports the fundraising efforts of HeartLine including providing support for the annual campaign, grant funding, special events, donor stewardship, agency marketing and social media. Coordinates to maintain and manage certain external communications and systems related to donors, donor contributions, volunteers and efforts to procure additional funding for the organization.

JOB RESPONSIBILITIES:
- Provide administrative support for all fundraising activities
- Maintain an efficient and accurate donor contribution, documentation, acknowledgment, and reporting system
- Write or compile draft proposals for grants as well as creating progress/final reports
- Assist Development Director with special event organization
- Prepare guests lists, registration materials and other duties as assigned for fundraising events
- Prepare social media drafts and other internet-based platforms for updates for the agency
- Assist with agency activities and events, which include United Way, Festival of Hope, 2-1-1 Day, and other events and activities as needed
- Educates and cultivates volunteers, and community at large about the services and activities of HeartLine through networking, presentations, speaking opportunities and conferences
- Assist the Development Director with production of agency press releases for campaigns or events and distribution to appropriate contacts
- Oversee the production of newsletters and printed/online materials as needed

JOB QUALIFICATIONS:
- Bachelor's degree preferred
- Some knowledge or experience in non-profit development and grant-writing required.
- Ability to maintain accuracy and attention to detail
- Work independently and as a team member
- Thorough understanding of all facets of a diversified funding base
- Excellent computer, verbal, presentation and writing skills required
- Interest, enthusiasm, and affinity for fundraising and working with people

REQUIRED SKILLS AND ABILITIES:
- Attentive, persistent and flexible. Personable and respectful. Creative team-player and self-starter. Excellent written and verbal skills required. Ability to use Microsoft Office, including Excel and PowerPoint. Experience with a donor database or fundraising software such as (eTapestry). Strong computer skills in Adobe Photoshop, InDesign and Illustrator preferred. Physically able to lift 40 pounds, climb stairs, and bend/stoop.

WORK ENVIRONMENT:
HeartLine supports a comfortable, yet professional work environment. Courtesy, respect, and equitable treatment are expected. Staff members receive support, recognition, and appreciation for jobs well done. There are opportunities for participation, challenge, and broadening experiences.
The environmental conditions described are representative of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Routine office environment.

Moderate independent travel.

Some evening/weekend work required. HeartLine supports a flexible schedule for exempt employees.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Other duties may be assigned as needed.*

*Contents may be subject to change to meet the needs of the organization.*