

**Job Title:** Development Coordinator

**Overtime Status:** Non-Exempt  Full Time  Part Time

**Class:**  Sedentary  Light  Medium  Heavy  Very Heavy

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## REQUIREMENTS

- A. **Education Level:** Bachelor's or Associates degree preferred
- B. **Experience Desired:**
- Special Event Coordination
  - Donor Stewardship, Research or Fundraising Experience
  - Database experience preferred (particularly in Raiser's Edge)
  - Two years related experience working in an office environment
  - Project management and grant writing experience a plus
- C. **Other Requirements:** Exceptional writing, oral communication and phone skills, strong customer service skills, highly organized, detail-oriented with excellent follow-up skills, ability to manage several projects at once. Proficiency in Microsoft Office products. Regular, dependable attendance is an essential function of this position. Some evening and weekend hours.

**REPORTS TO:** President

**RECEIVES GUIDANCE FROM:** Office Manager, Director of Communication, Development Team

## ESSENTIAL FUNCTIONS:

*NOTE: This is a generalized job description. Specific duties and responsibilities may vary. Applicants should be made aware of the specific functions of the position prior to employment.*

### Donor Management

- Coordinate Development Team's donor portfolios. Track relevant information in donor database, provide reminders and reports on donor cultivation progress and help establish and track moves management action steps
- Keep accurate records in donor database regarding donor contact, gift notes and other relevant information and support/design systems for the team's efforts to do the same
- Provide internal and external donor research on prospective and current donors as assigned
- Management of the FLPS Gratitude Program: Correspond with donors, constituents, LPS staff and community members through positive, accurate and direct communication
- Support agency's planned giving program as assigned

### Special Events

- Staff the Special Event's Committee of the Board
- Coordinate all FLPS annual events as well as smaller donor gatherings in collaboration with team
  - 4-5 Spread the Love (House Parties)

- 2-3 Honor Roll Society Events
- 2 Foundation Coffees
- Inspire Awards
- Other events as assigned
- Assist Director of Communications with donor experience at events.
- Coordinate volunteer efforts for successful special events.

**Fund a Need/Preferred Partner Program**

- In collaboration with the Development Officer for School Communities, administer FLPS online crowdfunding and preferred partner program.
- Steward and support philanthropic connections and relationships between community organizations and schools.

**Honor Roll Society**

- Manage and steward all aspects of the Honor Roll Society, including communications, events, meetings and activities.
- Meet or exceed annual recruitment goals.

**Development Plan Implementation**

- Lead Development Team Meetings
  - Manage the project calendar of the Development Team
  - Support and Implement Development Team action plan goals
- Work with Grant Writer to develop and implement annual grant strategy
- Work collaboratively across departments to improve development outcomes

**Development Office Administration**

- Serve as an administrative assistant to the President and help manage President’s donor call calendar
- In collaboration with Office Manager, design and run reports and queries for Development Team
- Assist President and Development Officers in timely communication and coordination of Fund Development Committee and Events Sub-committees.
- Assist with incoming calls to the main Foundation number
- Act as a back up to Office Manager for mail processing
- Act as a back up to Office Manager for donation processing
- Assist Office Manager as needed with Foundation projects
- Volunteer 8 hours/year within the Lincoln Public Schools system
- Other duties as assigned.

**WORKING CONDITIONS:**

Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use. Vary rare evening and weekend work is required. Hours can be flexible with approval from President.