# Development Coordinator Job Description

**Position Summary**

Responsible for planning, organizing, and directing fundraisers and oversee eTapestry donor software. **Position Type:** Hourly  **Reports To:**  FIA Director **Hours:** 30 hours / week

**Duties and Responsibilities**

* Help plan, coordinate and execute fundraisers as assigned.
* Manage eTapestry donor software and create mailing lists.
* Create PowerPoint for the annual luncheon and volunteer appreciation dinner.
* Oversee Mailchimp and Microsoft Office accounts.
* Organize small events to highlight FIA needs and solicit gifts from attendees.
* Execute Media release including PSA.
* Along with Volunteer Committee, coordinate volunteer appreciation events
* Create invitations and quarterly newsletter with Publisher
* Plan the fundraising calendar with board input
* Attend BNFIA sponsored events as needed.
* Flex to cover other office staff as necessary

**Job Requirements**

* Ability to develop rapport with a diverse number of individuals
* Ability to work with individuals with different interests and opinions and to build effective teams in a volunteer environment
* Ability to speak knowledgeably and enthusiastically about the BNFIA mission, programs, initiatives and articulate how volunteers and the work they do makes a difference
* Effective oral and written communication skills
* Must be available to work some weekend and evenings as required for events
* Other duties as assigned
* College degree or relevant experience preferred.

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name** |  | **Employee Signature** |  | **Date** |
| **Supervisor Name** |  | **Supervisor Signature** |  | **Date** |