



EMPLOYEE NAME:		
Job Title: Development Coordinator	FLSA Status: Exempt	Department/Location: Administration/Olympia
Reports To: Executive Director	Pay Grade:	Revision Date: May 31, 2019

POSITIONS REPORTING TO THIS POSITION:
Development/Marketing Specialist, Volunteer Specialist, Gift Planning Manager, Grant Writer, Administrative Assistant

JOB SUMMARY:
The Development Coordinator is responsible for oversight and coordination of the Development and Marketing Team and their essential activities

DUTIES
<ol style="list-style-type: none"> 1. Collaborates with the Executive Director and Board of Directors regarding fundraising projects. 2. Provides planning and staff support for fundraising activities, which includes but not limited to: annual campaigns; planned giving programs; fundraising events, volunteer recruitment, and relationship building. 3. Researches grants and other funding options; develops and submits grant applications; monitors grant activities through completion and reporting. 4. Works closely with Program Directors in the development of budgets in regards to fundraising needs, or development of new revenue generating projects. 5. Collaborates with the Executive Director and Board of Directors in creation of marketing aligning with annual and strategic plans. 6. Responsible for content and design of agency printed materials, maintain agency vision and brand across all aspects for outgoing content. 7. Conducts direct report staff performance evaluations at least annually. 8. Prepares monthly written reports to Executive Directors and Board. 9. Participates in staff and Board meetings, in-service and other trainings. 10. Performs other duties as required.

LICENSES OR CERTIFICATION REQUIREMENTS AND PREFERENCES
REQUIRED: N/A PREFERRED: Drivers License.

EDUCATION REQUIREMENTS AND PREFERENCES:
REQUIRED: BA in Business Administration, Community Development, or related field. PREFERRED: MA/MS in Business Administration, Nonprofit Management or related field

JOB EXPERIENCE REQUIREMENTS AND PREFERENCES:

REQUIRED:

Five-years' experience in management level position. Five years experience in fund development.

PREFERRED:

Experience in Non-profit field.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of business and management principals involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
2. Knowledge of principles and method for promoting services, fundraising, and marketing.
3. Knowledge of media production, communication and dissemination technique and methods including but not limited to written, oral, and visual media.
4. Knowledge of creating and adhering to budgets.
5. Knowledge of and ability to use donor data base.
6. Knowledge of principles and practices of senior program planning, development, implementation, and administration.
7. Demonstrates team building skills and leadership.
8. Demonstrates sound judgment and decision making.
9. Is able to perform complex problem solving and critical thinking.
10. Displays strong communication skills.
11. Has a strong attention to detail.
12. Displays time management skills.
13. Displays sound judgment and decision making.
14. Displays excellent interpersonal skills.
15. Ability of oral and written comprehension.
16. Ability of oral and written expression.
17. Ability of deductive reasoning.
18. Ability to adhere to strict deadlines and function well under pressure.
19. Ability to garner consensus from a team and obtain stakeholder buy-in.
20. Ability to transition seamlessly among projects.
21. Ability to listen attentively and actively.
22. Ability to speak clearly and effectively in a variety of settings.
23. Ability to handle difficult situations with tact and diplomacy.

WORKING ENVIRONMENT AND CONDITIONS:

Duties performed in an office setting. Employee will operate a computer and standard office equipment, such as telephone, copy and fax machines. Employee uses job specific software (including Microsoft Office products) as required to perform essential functions.

Some travel to attend meetings and training sessions is required.

PHYSICAL ACTIVITY REQUIREMENTS OF THIS POSITION:

N = Not at all O = Occasionally (1-33%) F = Frequently (34-66%) C = Continually (67-100%)

In a standard work shift, employee is required to and must be able to perform in this job,

the following physical activities with or without an accommodation:

1. Lift (floor to waist)		16. Walk	F	
a. Up to 10 pounds (sedentary)	O	17. Stand (Continuous)		
b. 11-20 pounds (Light)	O	a. 30 minutes	F	
c. 21-50 pounds (Medium)	O	b. 60 minutes	O	
d. 51-100 pounds (Heavy)	N	c. 1-3 hours	O	
e. >100 pounds (Very Heavy)	N	d. 3-6 hours	O	
2. Lift (over head)		18. Repetitive Activities (continuous)		
a. Up to 10 pounds (sedentary)	O	a. 30 minutes	F	
b. 11-20 pounds (Light)	O	b. 60 minutes	F	
c. 21-50 pounds (Medium)	N	c. 1-3 hours	F	
d. 51-100 pounds (Heavy)	N	d. 3-6 hours	O	
e. >100 pounds (Very Heavy)	N	Medical Demands	Yes	No
3. Client Lift/Transfer: (weight per employee)		1. Alertness	Y	
a. <50 pounds	N	2. Precision	Y	
b. >50 pounds	N	3. Analytic Ability	Y	
c. > 100 pounds	N	4. Problem Solving	Y	
d. >150 pounds	N	5. Memory	Y	
4. Carry		6. Communication	Y	
a. Up to 10 pounds (sedentary)	O	7. Creativity	Y	
b. 11-20 pounds (Light)	O	8. Concentration	Y	
c. 21-50 pounds (Medium)	N	9. Judgment	Y	
d. 51-100 pounds (Heavy)	N	10. Imagination	Y	
e. >100 pounds (Very Heavy)	N	11. Initiative	Y	
5. Push or pull		12. Patience	Y	
a. Up to 10 pounds (sedentary)	O	Work Environment	Yes	No
b. 11-20 pounds (Light)	O	1. Inside work	Y	
c. 21-50 pounds (Medium)	O	2. Outside work	Y	
d. 51-100 pounds (Heavy)	N	3. Vibration		N
e. >100 pounds (Very Heavy)	N	4. Wet/humid		N
6. Climb (stairs) - climb & descend	O	Hazards: Situations in which the individual is exposed to definite risk of bodily illness/injury	Yes	No
7. Reach	F	1. Mechanical	Y	
8. Stoop or bend	F	2. Electrical	Y	
9. Crouch	O	3. Burns	Y	
10. Kneel	O	4. Frequent Travel		N
11. Handle or feel	F	5. Long/irregular hours		N
12. Talk	F	6. Cramped/confined work area		N
13. Hear	F	7. Blood borne pathogens		N
14. See	F	8. Moving machinery		N
15. Sit (continuous)				
a. 30 minutes	F			
b. 60 minutes	F			
c. 1-3 hours	F			
d. 3-6 hours	O			

Since it is difficult to identify all essential functions of a job because of changes in the workplace, this job description will be reviewed periodically to ensure it is accurate and up-to-date.

I, _____, acknowledge I have received a written copy of this job description. I acknowledge I am able to perform, with or without a reasonable accommodation,* the essential duties of this position. **If an accommodation is required, contact Human Resources to start the interactive process.*

Employee Signature

Date Signed

Manager/Supervisor Signature

Date Signed

DD & ED Signature

Date Signed

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require other or different tasks be performed as assigned.