

Job Description

<u>Position Title:</u>	Fundraiser Coordinator
<u>Classification:</u>	Part-time (10-30hrs/wk), Hourly (non-exempt)
<u>Reports to:</u>	Executive Director
<u>Directly Supervises:</u>	As needed
<u>Compensation:</u>	Depends on Experience; potential to have fringe benefits

Position Summary:

General Qualifications:

Candidates must have excellent verbal communication, written communication, and sales ability.

Candidates will be outbound calling/ recruiting local business and community leaders through telephone sales to volunteer/participate in a local fundraising event.

Candidate must have a friendly and professional speaking voice with strong phone etiquette skills, positive and energetic attitude, and strong desire to meet goals and commitments.

This position requires between 12-40 hours a week, M-F from 9-4:30pm. Flexibility offered.

Computer skills and experience with Microsoft Office is very helpful.

General Areas of Responsibility:

Vendor contact and coordination
Volunteer coordination
Program registration and support
General clerical

Specific Responsibilities:

Process incoming and prepare outgoing mail. Close association with Executive Director. Work with program staff developing educational programs and maintaining critical databases and schedules.

Coordinate contact with outside vendors for various non-profit needs.

Coordinate volunteers.

Provide administrative support with regard to e-mails and newsletters.

Provide general clerical support, including filing, copying, correspondence and errands.

Seek and participate in strategic opportunities for professional development.

Participate in staff meetings and activities and other 1st Class Kids activities as required.

Other duties as assigned.

Fundraising coordinator position: Under general directions and supervision, the Fundraiser Coordinator is responsible for independently conducting the day-to-day operational management and implementation of all activities pertaining to fund development and fundraising

Fundraiser Coordinator must track and properly document all activities and complete all necessary reporting requirements.

Fundraiser Coordinator will ensure that personal conduct and representation at meetings and various community events is professional and aligns with 1st Class Kids' mission and code of conduct.

Reasonable fundraising goals, activities, budgets, and expense sheets will be established by the Executive Director. A reasonable quota will be established that needs to be met.

Fundraiser Coordinator will research and contact potential funders.

Fundraiser Coordinator will help obtain funding by drafting, editing, and preparing grants for submission. This also includes compiling program related reports and submitting them in a timely manner.

Key Responsibilities

- Take initiative to build relationships with potential funders including individual community donors.
- Generate new ideas and business opportunities to increase fundraising and fund development to meet and exceed revenue goals. Establish an ongoing fundraising program to support the work of 1st Class Kids into the future.

- Develop an annual fundraising plan and budget. Develop revenue and expense reports for all fundraiser events after the event is completed.
- Takes the full responsibility to lead in initiating, planning, and implementing all necessary activities, in a timely manner, to ensure that program goals and objectives are accomplished.
- Represents 1st Class Kids at community meetings, outreach events, radio/TV shows, and other community settings.
- Monitors program, tracks and documents of all necessary activities, and completes all reporting requirements.
- Submits documents and reports in a timely manner to meet stated deadlines.
- Prepare grants/ project proposals and progress reports as required by program contract and agreements.
- Search and research potential donors and foundations to identify and evaluate potential funding sources.
- Make initial contacts, and follow-through of securing available funding along with the coordination of all optional funding opportunities.
- Build and maintain profitable, long-term fundraising relationships with current donors and potential donors.

Skills & Qualifications:

- Ability to independently initiate projects and activities.
- Good client interactions skills.
- Ability to work independently and as part of a team.
- Excellent time-management skills with the ability to simultaneously manage multiple projects and meet deadlines.
- Excellent written and verbal communication, as well as negotiation skills.
- Able to work flexible hours, including evenings and weekends.
- Ability to maintain client confidentiality.
- Knowledge of computers and Word, Excel, Power Point, and Publisher.
- Good leadership skills with the potential for further development.
- Understanding of budget control, expenses, and allocations.
- Knowledge of developing a fundraising plan.
- Attentive to details.
- Dedication, motivation, drive, ambition, and commitment to the job at hand.
- Must have the skills and potential to excel in this position.

Information Management: Treats all information and data within the scope of the position with appropriate confidentiality and security.

Safety Requirements: Knowledge of, and observes and complies with office safety policies and emergency procedures.

Knowledge and Education: Some college or A.A. degree in a related field or equivalent work-experience. If minimal education requirement is not met, then candidate should apply if they feel they have the skills and potential to excel in this position.

Must have strong command of the written and spoken English language. Spanish language skills a plus. Must be proficient in the use of computers and office equipment.

Caveat: Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to, answering phone, taking messages, helping other employees with organizing community events, and assist regardless of the program.

ACKNOWLEDGMENT:

I acknowledge that I have read and understood the attached job description. My signature below attests that I am able to perform the essential functions of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. I agree to abide by all administrative, policies and procedures (protocols) of 1st Class Kids.

Prospective Employee's Name (please print)

Date

Employee's Signature

Supervisor's Name (please print)

Date

Supervisor Signature