



Job Title: Fund Development Coordinator
Supervisor: Chief Executive Officer
Employment Status: Full-Time, Non-Exempt

Essential Function

- The primary responsibility of the Fund Development Coordinator is to ensure the continued success and growth of the organization's fund development program. The Fund Development Coordinator will oversee the management of cultivation activities, annual giving, grant writing, special events, and marketing.
- Work in conjunction with fellow team members, as well as volunteers, to promote the mission of Charitable Union, which is *to contribute to human dignity by providing clothing, bedding and household goods, at no charge, and connect people to resources in the community*. Provide quality customer service to all clients, donors, customers, staff and volunteers.

Primary Responsibilities:

- You are the face of Charitable Union no matter what job you are doing. Good customer service skills are a must, smiling, courteous to all client shoppers, donors and volunteers, please and thank you, etc.
- Oversee the annual fund development campaigns.
- Oversee grant planning and create and maintain grants management calendar.
- Oversee the management of Charitable Union's donor database.
- Train in all areas of Charitable Union client services: Donor Hall, Garage, Client Store, Reception Desk, Basement area, and Gift Shop.
- Work with the CEO to write and implement an effective fund development plan to meet the mission and priorities of the organization, including strategies for individual giving, corporate matches, workplace giving, foundation giving, major gifts, and planned giving.
- Work with the CEO to identify, cultivate and steward individual donors, corporate donors, foundations, and fund development volunteers.
- Identify granting organizations whose funding guidelines fit Charitable Union's mission and activities, and coordinate grant writing and reporting across agency programs. Demonstrate a full understanding of each program we offer and a full understanding of the client's data used for reporting purposes.
- Create consistent and effective materials (e-newsletter, case story, brochures, press releases, internet, etc.) to communicate Charitable Union's mission and impact to various constituencies.
- Design and manage communications with current and potential donors.
- Provide support to CEO and Internal Committee.
- All duties as assigned.

Minimum Qualifications:

- College degree and related nonprofit work history with demonstrated success in fundraising events, cultivating donor relationships and grant writing. Additional education may be substituted for experience and education qualifications may be waived depending on work history.
- Demonstrated supervisory experience, and ability to build a positive team environment.
- Demonstrated experience in creating and implementing innovative and successful fund development strategies.
- Proven success in solicitations of individual gifts of \$250 and above.
- Demonstrated ability to write successful grant applications.
- Commitment to the mission and goals of the organization.

Skills Needed:

- Excellent interpersonal, verbal and written communication skills.
- Proficient in Microsoft Office applications, including Word, Excel, Outlook, PowerPoint and Internet Explorer.
- Knowledge and experience with databases. Including data entry and data retrieval.
- General understanding of an operating budget, budgetary guidelines and financial procedures.
- Effective time management and organizational skills, with ability to prioritize and multi-task.
- Creativity and problem-solving skills.
- Ability to work successfully independently and as part of a team.
- Strong time-management, organization and prioritization skills.
- Must be adaptable and flexible with a strong ability and willingness to learn new things and work across diverse areas.

Staff Signature

Supervisors Signature