



**Job Title:** Fund Development Coordinator  
**Department:** Fund Development  
**Reports To:** Director of Development  
**FLSA Status:** Non-Exempt  
**Grade:** 4

The Alliance for Strong Families and Communities, Inc. (Alliance) seeks a Fund Development Coordinator to join our growing fund development team. The Alliance is dedicated to achieving its vision of a healthy and equitable society with and through the excellence, distinction and influence of our national network of social sector organizations. The Alliance includes its wholly owned divisions FEI Behavioral Health, Inc. and Ways to Work, Inc.

### **SUMMARY**

Reporting to the Director of Development, the Fund Development Coordinator will help to advance our national public and private grants program; coordinate annual unrestricted appeals; manage and maintain the donor management system; and provide development resources and opportunities to our national network of health and human services organizations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Participate in planning and implementing the yearly fundraising strategic plan.
- Assist the Director of Development in the development and oversight of processes and procedures that advance the Alliance annual and strategic plans, including grants policy and donor recognition procedure protocols.
- Coordinate and manage annual appeals, including employee, board and individual annual giving.
- Develop and maintain strong working relationships with program staff to obtain information for major gifts, potential donors, funding proposals, grant-funded program updates, and compliance reports.
- Identify new sources of individual, corporate, foundation and grant support.
- Coordinate, develop and/or revise corporate, foundation and individual solicitation materials, including presentations, cultivation materials and grant proposals.
- Draft donor correspondence, including fundraising and acknowledgement letters.
- Maintain donor files and donor database to ensure complete prospect records and accurate and timely recording and acknowledgement of all gifts received; produce regular donor reports.
- Work with program and marketing communications staff to ensure production of regular news releases and materials to highlight grant activities and major gifts of the Alliance.
- In conjunction with the Director of Development, develop announcements, website content, and/or other related materials highlighting grant opportunities for Alliance members.
- With the Director of Development, staff the Alliance Network Organizational Advancement Resource Solutions Committee and maintain web-based development resources for the Alliance member network.
- Other responsibilities or special projects as requested.



## QUALIFICATIONS

- Experience working with human serving nonprofits, with an understanding of nonprofit structure, operations, and culture.
- Commitment and passion for advancing the capacity and influence of the national nonprofit sector.
- Experience with annual fund campaigns, including board and individual giving.
- Demonstrated grants management experience, including grant writing, project execution and reporting for public and private sector funders.
- Strong project management experience with the ability to plan and execute complex projects in a deadline driven environment.
- Skilled at prospect and partnership cultivation and management; highly collaborative with ability to influence and engage coworkers, partners and donors outside of formal levels of authority.
- Excellent communication skills, including excellent writing, speaking and interpersonal skills for diverse audiences and formats;
- Thoughtful, strategic mindset; willingness to learn, innovate and grow in a team environment;
- Skilled in Microsoft suite of programs including SharePoint; and donor management software such as Raiser's Edge; experience in web conferencing and online listserv tools preferred.

## EDUCATION and/or EXPERIENCE

**Education:** Bachelor's degree or any equivalent combination of experience or training.

**Job-related Experience:** Minimum of 2-3 years' experience in a nonprofit fund development, preferably working with foundations, corporations and grant-related functions. Microsoft application software including Word, Excel and Outlook; proficiency with Raiser's Edge software also desirable. Position requires strong writing skills and exceptional customer service and interpersonal skills. Ability to manage detail is essential. Competency in communicating with constituents electronically and maintaining information on the web is advantageous.

## COMPETENCIES

- Subject matter expertise in fund development and nonprofit health and human services sector.
- Drive for Results: Focuses on executing consistent high quality results; sets high standards for self; supports team success; focuses on the priorities; explores work challenges from all sides; works to continually improve operations and processes.
- Personal Accountability: Holds self-accountable for achieving goals and commitments; open to feedback, suggestions, new ideas and facts; actively listens to and understands others; takes responsibility for understanding the goals of and supporting other departments.
- Strategic management: Develops and shapes a clear business strategy and goals that creates value-add and influences organizational goals by pulling together disparate information, thinking in a non-linear fashion, and integrating information from all parts of the organization.



- Resilience: Keeps balance, focus and humor during stressful times and promotes and supports the same for all team members; able to recover from setbacks on the path to success; can effectively partner with individuals with different communication and work styles.
- Customer Focus: Builds positive, respectful, and trusting relationships with both internal and external customers; keeps customer success as a high priority.
- Collaboration: Seeks and enlists active participation of all internal and external customers in handling opportunities and challenges; builds strong working relationships with all stakeholders; embraces diversity.
- Learning Agility: Spends time learning new skills and knowledge; studies and understands organization wide and industry trends and new research; collaborates with manager to create continuous development opportunities.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **TRAVEL EXPECTATIONS**

Not a regular component of the position, although the possibility of infrequent travel exists.

**Approved By:** Human Resources

**Approved Date:** June 7, 2017

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