

<b>Team Member Name (Printed)</b>	
<b>Job title</b>	Development Coordinator
<b>Reports to</b>	Vice President of Development

### **Job purpose**

The general purpose of your job is to keep children who are clients of HOTI safe at all times and to be respectful of the children and their families as valued customers.

The primary purpose of this position is to work alongside the Vice President of Development to raise much needed funding by organizing and executing fundraising efforts for Home of the Innocents. This includes but is not limited to; fund raising events, mail campaigns, and special initiatives. The Development Coordinator will provide planning, coordination and support to the activities and efforts of this program. Policies and strategies will be formulated with the assistance and approval of the CEO, the Chief Strategy Officer, Vice President of Development, Associate Board and Resource Development Committee.

### **Duties & Responsibilities**

- Coordinate or assist with fundraising efforts as determined by the Vice President of development
- Develops and manages the logistics for all fundraising events, including but not limited to Heroes for the Home (our annual signature fundraising event) with a goal of raising \$225,000+
- Develops and manages general and targeted fundraising appeals including but not limited to volunteers, former board and committee, lybunts and sybunts, with a goal of raising \$475,000+
- Manage and track goals for fundraising events and direct mail/digital appeals and make adjustments, where necessary on an ongoing basis
- Build and foster collaborative relationships with all departments within Home of the Innocents to create a culture of philanthropy
- Collaborate with the Director of Communications and/or Communications Coordinator to implement digital and online direct mail appeals twice a year
- Collaborate with the Director of Communication and/or Communications Coordinator on Social Media Campaigns including but not limited to: Child Abuse Prevention Month Campaign, Virtual Heroes for the Home, Give for Good, Giving Tuesday, and Home Team
- Collaborate with the Associate Board to support and assist with fundraising events
- Collaborate with the Database Manager on the input of donor gifts in Raiser's Edge, as needed
- Maintain timely reports and tracking for appeals, cultivation and event activities, as needed
- Serve as an ambassador of the mission of Home for the Innocents
- Perform other duties as assigned

### **Qualifications**

- Must have a minimum of a bachelor's degree from an accredited college or university.
- Must have a minimum of 1-3 years fundraising experience.
- Must possess excellent organizational, communication, and time-management skills
- Must be detailed-oriented and have the ability to manage multiple tasks and projects.
- Must have the ability to plan, organize, develop, implement, and interpret the goals, objectives, policies and procedures of the programs.

*Disclaimer: This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice*

- Must possess the ability to problem-solve to solution and make decisions quickly within the scope of the position.
- Must support the purpose, vision and core values of Home of the Innocents. Supports and facilitates positive interaction with others by exhibiting individual maturity, respect for others, a team-center approach, maintenance of confidential information, and an appreciation of a multi-cultural workplace.

**Working conditions**

- Typical business/office conditions with the ability to telework. Extensive computer usage as primary form of communication. May be required to work in excess of 40 hours per week. Works in office areas as well as throughout the facility.

**Physical Requirements**

This position is not as physically demanding as it is psychologically demanding. There is a high level of stress associated with this position and its responsibilities.

**Direct reports**

N/A

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**Team Member Signature** **Date**

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**Supervisor Signature** **Date**

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	