

Position Description – FSC Development Coordinator

GENERAL SUMMARY: The FSC Development Coordinator is charged with the responsibility of managing activities related to the analysis, execution, control, and evaluation of fund raising and selected public relations efforts.

CLASSIFICATION: Exempt.

ESSENTIAL FUNCTIONS

- Prepares long and short range development goals for the FSC.
- Plans, coordinates and implements funding strategies.
- Prepares reports for presentation to the FSC Operating Board, board and campaign committees, including an annual development plan.
- Performs donor analytics utilizing current database.
- Cultivates relationships with users and supporters of the FSC through letters, social media, phone calls, visits and donor events.
- Promotes and solicits donations and gifts to the FSC's annual fund and scholarship funds, and through planned giving.
- Coordinates campaign for the endowment.
 - Works with the FSC Director and Endowment Campaign Committee to establish fundraising goals and plans for achieving them.
 - Manages campaign promotional strategies in collaboration with the FSC Communications/Marketing Coordinator.
 - Oversees acknowledgement and recording of all campaign gifts and pledges; preparation of pledge payment reminders and pledge agreements; and documentation for a donor match.
 - Maintains master campaign calendar.
- Researches corporate, foundation, and donor advised funds for grant opportunities, preparing grant applications in collaboration with the FSC Director and FSC Program/Retreats Coordinator.
- Serves as a member of the FSC Operating Board Mission Advancement committee.
- Performs other duties as requested.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be attentive to details and accuracy.
- Able to prioritize deadlines.
- Able to communicate effectively both in speaking and in writing.
- Maintain a high level of confidentiality.
- Demonstrate initiative and self-direction.
- Must be flexible.
- Willing to work in a team environment, coordinating or directing the completion of tasks with others.

Position Description – FSC Development Coordinator

Education and/or Experience

A Bachelor’s degree from a four year college or university plus one year of related experience, or equivalent of education and experience. Proficiency in Microsoft Office.

Language Skills

Ability to read, analyze, and interpret grants, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write grants, reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, guests, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

WORKING CONDITIONS

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 regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee occasionally lifts and/or moves up to 15 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, 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 quiet.

ACCOUNTABILITY

The person in this position reports to the Franciscan Spirituality Center Director.

PREREQUISITE: Physical exam, Tuberculosis screening test, Criminal Background Check, drug screening.

DISCLAIMER CLAUSE

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties, and skills required.

APPROVED BY: _____ Date _____

RECEIVED BY: _____ Date _____