

**Position Title:** Development Coordinator/Manager\*  
**FLSA Status:** Non-exempt  
**Reports to:** Chief Development Officer



*\*Based on candidate experience and alignment with preferred qualifications, position is eligible to be classified as manager with corresponding increased compensation and benefits.*

## **POSITION PURPOSE**

The Development Coordinator/Manager is responsible for designing, coordinating, and managing key fundraising campaigns and projects with a focus on donor and event participant engagement and retention to achieve department and organizational goals. This position is responsible for supporting and contributing to the organization's strategic goals and for building a culture of collaborative leadership and philanthropy.

## **CORE ESSENTIAL DUTIES & RESPONSIBILITIES – COORDINATOR & MANAGER LEVEL**

- Implement and coordinate signature fundraising events that engage event participants, peer to peer fundraising, and corporate sponsors
- Cultivate and steward event participants with a focus on establishing long-term giving relationships
- Assist in securing foundation grants in alignment with annual agency budget
- Collaborate with community engagement team regarding individual and corporate donor initiatives and the development of annual fundraising plans and budgets.
- Collaborate with community engagement team to develop strategies to increase event and donor participation, sponsorship, and peer to peer fundraising.
- In alignment with marketing strategy, craft content to facilitate promotion of and engagement in events and peer to peer fundraising, including newsletters, mass e-mails and social media.
- Play an active role in cultivating relationships for the organization and other duties as assigned to support the growth and functioning of the organization.

## **ADDITIONAL RESPONSIBILITIES- MANAGER LEVEL**

- Comprehensively manage fundraising events with increased autonomy and authority to execute in accordance with creative vision and department goals.
- Develop and coordinate partnership portfolios for CEO and CDO to achieve revenue goals.
- Provide leadership over the event committees.
- Create and prepare compelling donor materials such as letters, proposals and stewardship reports as needed with a focus on corporate partnership solicitations.
- Assume leadership and demonstrate initiative for other community engagement projects as assigned

## **MINIMUM QUALIFICATIONS – COORDINATOR LEVEL**

*The above statements reflect the general duties, responsibilities and competencies considered necessary to successfully perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the requirements of the position. Big Brothers Big Sisters may change the specific job duties with or without prior notice based on the needs of the organization.*

- Minimum Bachelor's degree OR five years related work experience in fundraising, business development, sales, or community engagement
- Two+ years' experience coordinating events and special projects with proven track record of results

#### **ADDITIONAL QUALIFICATIONS –MANAGER LEVEL**

- Five or more years of experience in fundraising field with proven track record of results
- Participation in professional development or continued education. (AFP membership, CFRE certification, fundraising courses, master's degree, etc.)

#### **CRITICAL SKILLS & KNOWLEDGE- COORDINATOR & MANAGER LEVEL**

- Exceptional organizational and project management skills.
- Demonstrated ability to initiate, cultivate and inspire meaningful donor relations.
- Strong verbal and written communication skills; provides information early, fully, and to all appropriate parties.
- Knowledge of non-profit organizations with an awareness of the context in which non-profit organizations operate.
- Strong writing abilities with demonstrated skill in communicating case for support and explaining nonprofit budgets.
- Team player who values diversity; works well with others of all ages and backgrounds.
- Willing to learn and try new things. Willing to step out of typical role for the good of the organization.

#### **CRITICAL SKILLS & KNOWLEDGE- MANAGER LEVEL**

- Self-motivated with demonstrated ability to take initiative and responsibility for personal success.
- Ability to strategically define goals and successfully execute each step to completion.
- Ability to understand and analyze written and financial information.
- Demonstrate tact and professional demeanor during stressful or sensitive conversations.
- Ability to change plans, make decisive decisions and act quickly.

#### **OTHER REQUIREMENTS**

- Must have a valid driver's license and the ability to travel within the community throughout the workday with full time access to an automobile and automobile insurance in the amount required by the state of Wisconsin.
- Must complete BBBSA fund development trainings within 60 days of hire.
- Must successfully pass criminal background investigation.
- This position is expected to participate in BBBS signature fundraisers, agency events, and community engagement activities. Some nights and weekend hour will be required to effectively perform in this position.

To Apply: Please email a cover letter and resume to [amatelski@bbbsecw.org](mailto:amatelski@bbbsecw.org). Application period closes October 30<sup>th</sup>, 2020.

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