

**Title:** Annual Fund Coordinator

**Supervisor:** Development Director

**Pay Grade Level:** \_\_\_

**FLSA Status:** Non-exempt, hourly, 20 hours/week

### **Summary**

Working with the Development Director, the Annual Fund Coordinator develops strategies and leads execution of the plan to raise annual operating revenue for Disability Advocates. The Coordinator will persuasively communicate Disability Advocates of Kent County's vision, mission, and programs to potential funders. This includes administering aspects of annual fund giving, such as personal asks, event sponsorship, Spring, Year End and any other appeals, and online fundraising. The Annual Fund Coordinator will also solidify a stewardship strategy for these donors.

### **Expected Duties and Responsibilities**

#### **1. Donations and Fundraising**

- Identify individual donor prospects in Bloomerang database and from networking events. Execute outreach and solicitation plan for each prospect in partnership with Development Director.
- Develop targeted campaigns to support key initiatives such as Home Accessibility Center activation, veteran support services expansion, and launching a recurring givers program.
- Facilitate donor acquisition process through referral requests and non-ask events.
- Personal solicitation for event sponsorship and program funding asks. This should be accomplished with a strategy for current sponsors and supporters and potential new support.
- Manage all Mail Appeals, including drafting letter and working with Events & Administrative Specialist to compile mail/email lists and ensure the printing and mailing are completed.
- Assist with managing the Stewardship process for donors.
- Represent Disability Advocates at fundraising and community events, as needed.
- Help to ensure that the fund development database is current and accurate.
- Generate tailored database lists and reports, as needed.
- Develop and write grant proposals to foundations, persuasively communicating the organization's vision and mission and programs to potential funders, monthly.

#### **2. Events**

- Maintain and grow sponsorships and attendees to events.
- Maintain and generate relationships with Third Party event hosts.
- Serve on event planning team for signature events and deliver promotional plan.
- Recruit Curbs & Cocktails (in-home parties) event hosts and work with Events & Administrative Specialist to organize event logistics.

**3. Other**

- Working both on-site and virtual as decided with the Development Director and adhering to Disability Advocates' HIPAA and Confidentiality policies.
- Other job-related duties as assigned.

**Expected Skills and Attributes**

- Proven success in fundraising.
- Commitment to and knowledge of Independent Living Movement and philosophy, and person-first perspective which supports Disability Advocates' mission and core values.
- Recognition of colleague and consumers' strengths and facilitation of empowerment principles.
- Interpersonal skills and ability to participate in and work to build a collaborative team.
- Ability to follow direction and take initiative with exceptional time management and organizational skills.
- Accountability to consumer confidentiality.
- Maintain a positive, strong, credible, professional and interpersonal relationship with all parties relevant to Disability Advocates activities and represent the best interests of Disability Advocates at all times.

**Qualifications and Important Requirements**

- Candidates must be self-motivated, detail oriented, highly organized, and have experience using online databases and other resources.
- A high level of computer literacy required, including familiarity with fundraising software and Foundation Center databases.
- Excellent writing, analytical, and research skills are essential.
- Proficient in Microsoft Office™ program applications, e-mail, and Internet research.
- Candidates must possess an ability to work well under pressure and the ability to communicate in a compelling and succinct manner.
- A solid understanding of budgets as they relate to proposals, grants, and events.
- A Bachelor's degree and one to three years of relevant experience are preferred.
- Bloomerang database experience preferred.
- Work Environment and Physical Abilities.
  - The person in this position is expected to communicate with volunteers, team members, directors, and outside entities, to successfully perform functions of the job.
  - This is a standard office environment. Extensive keyboard activity, telephone communication and attendance at meetings in and out of the office are expected, and therefore, self-identified mode of transportation is required.