



# **DEVELOPMENT COORDINATOR**

**Classification:** Full-time, Temporary, Non-exempt

**Reports to:** Executive Director

**Annual Salary:** \$40,000- \$46,000

**General responsibilities:** The Development Coordinator is responsible for coordinating agency fundraising and marketing, for researching, writing, and reporting on grants, and for managing and maintaining the agency's social media accounts.

**Development Coordinator Responsibilities:** The duties of this position include, but are not limited to the following:

## **Marketing**

- Work with Agency Management on developing and executing the agency marketing plan.
- Work with the Executive Director to design agency print materials
- Manage and maintain agency's social media accounts.
- Attend Management Team and general staff meetings to maintain a clear understanding of Agency programs and a good working relationship with other employees.

## **Fundraising**

- Work with the Executive Director to execute the Agency's annual fundraising plan.
- Secure and expand financial support from individuals, foundations, and corporations.
- Help plan, organize and oversee fundraising events.
- Design event materials like invitations, save-the dates, auction catalogs, and PowerPoints.
- Provide regular fundraising tracking reports to the Executive Director.

## **Grant Writing**

- Coordinate foundation and other private funding.
- Research new grant opportunities.
- Write grants as directed by the Executive Director.

## **Community/Donor Relations**

- Develop an annual community/ donor relations plan to increase community awareness of agency programs and maintain donors' affinity for the agency as a charity choice.
- Assist Executive Director in media relations as directed.
- Oversee production of agency newsletter.

- Participate in community activities to enhance the community's awareness and image of the agency.
- Develop and implement strategies for donor recognition.
- Attend staff meetings to maintain a clear understanding of agency programs.

## **Qualifications**

- BA in a relevant discipline.
- Experience in fundraising and grant writing.
- Proficient in working with Microsoft Office, Excel, and social media.
- Previous experience coordinating special events and public relations activities.
- Demonstrated success in soliciting donations.
- Excellent verbal and written communication skills.
- Ability to maintain positive working relationships with donors, volunteers, and the community.
- Commitment to the Agency's philosophy and mission.
- Well organized; able to develop and carry out complex timelines and action plans.
- Must be able to maintain strict confidentiality.
- Sensitivity and knowledge of the issues regarding domestic violence and sexual assault.
- Must believe in an anti-oppression model and be committed to ending violence against women and all forms of violence.
- Ability to represent the agency to the public in a positive and professional manner at all times.
- Ability to work collaboratively and effectively with community organizations.
- Must have a dependable vehicle, valid WA state driver's license, and proof of insurance.
- Successful completion of criminal background check.

It is our policy and in accordance with our commitment to eliminate discrimination that Skagit DVSAS provide equal employment opportunities and services to whoever seeks them regardless of race, religion, disability, gender, national origin, sexual orientation, age, ethnicity, income, veteran status, or other identifier.

*I have read and understood this job description*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_