

Alice Aycock Poe Center for Health Education

Job Description

Position: **Development Coordinator**

Reports To: **Executive Director**

Employment Terms: Part-time (25 hours/week); temporary until October 15, 2016; potential to extend

Position Summary:

Under the direction of the Executive Director, the Development Coordinator assists the Board of Directors and the Executive Director in fundraising efforts and provides administrative support to the Executive Director. He/She will be responsible for maintaining current/up to date data in Raiser's Edge. He/She will be responsible for prospect research, and prioritize prospects based on alignment with Poe Center's mission.

Qualification Requirements:

- Ability to make independent decisions and manage multiple responsibilities with minimal supervision.
- Strong commitment to the Poe Center's mission.
- Demonstrated excellence in written, oral and interpersonal communication skills.
- Proficiency in use of educational and office technologies, including, but not limited to Microsoft Word, PowerPoint and Excel.

Major Duties and Responsibilities:

- Responsible for all data input in Raisers Edge for donations received to the Poe Center and managing filing system for these donations.
- Responsible for generating thank you letters with 48 hours of checks being received at the Poe Center.
- Responsible for assisting Board of Directors and Executive Director with donor communications and 25th Anniversary communication plan including PowerPoint presentations, proposals, sponsorship packets and other related materials for donors.
- Assist in meeting goals of annual fund as established by Poe Center Board of Directors.
- Responsible for Annual Meeting Committee's general support and logistics.
- Responsible for proposals, follow-up and renewals of corporate donors.
- Help solicit sponsorship for Poe Center's special events, programs and unrestricted funds.
- Responsible for assisting Executive Director with prospecting and data trends as well as pulling fundraising reports, and monitoring and updating reports.
- Identifies and researches corporations, grants, and individuals who align with Poe Centers mission as a donor/funder prospect
- Provides tour and is first point of contact for donors and prospects.

- Responsible for attending Community Engagement and Fundraising Committee meetings.
- Responsible for helping Executive Director with all logistics of events including PowerPoint presentations, being the contact for vendors and point of reference for questions.
- Responsible for updating the Grants Calendar for applications, renewals and report deadlines.
- Coordinates grants process; solicit and gather information from health educators and staff.
- Prepares materials and letters for the spring annual direct mailing campaign.
- Serve as a liaison to appropriate community committees, coalitions and maintain positive relationships with Poe Center partners, including corporate service days.
- Be responsive to the needs of other staff, Board members and volunteers.