



Development Coordinator

Job Title: Development Coordinator
Department: State Programs and Operations
Reports to: State Director and Director of Development
of direct reports: none
Salary: \$42,000-\$45,000
Revised date: 10/23/2023, 7/12/2024

Position Overview: The Development Coordinator is responsible for providing logistical and operational support to specific fundraising and fund development initiatives, including special events, grants, and donor development, including management of online fundraising, tracking, and reporting.

Job Qualifications

- Bachelor's degree or 1-3 years' experience in general fundraising administration and planning
- Computer skills and familiarity with donor-management software
- Experience with project management including planning, analysis, and problem solving
- Ability to multitask and shift priorities as necessary
- Strong verbal and written communication skills with the ability to maintain a positive and professional demeanor in fast paced event environments
- Must be adaptable and able to quickly and effectively develop and balance multiple relationships, and get results from a variety of people
- Basic presentation and public speaking skills
- Proficiency with Microsoft Office
- Must be comfortable with frequent local travel and availability to work evenings and weekends as necessary in order to accomplish job responsibilities
- Automobile with applicable insurance

Job Duties include, but are not limited to:

Fund Development

- Responsible for special event logistics including, but not limited to, publicity, contract compliance, guest lists, database reports and communication, volunteer recruitment, show flow, auction set up and preparation, etc.
- Assist in securing, where applicable, in-kind donations such as food, beverage, gift bag items and silent/live auction items
- Plan, execute, and manage fundraising events in West Tennessee while reporting to the Development Director. This includes but is not limited to the Friendship Walks, Champion of the Year, and end of year giving campaign.
- Conduct grant research, proposal development, and follow up, as well as produce periodic outcome reports as dictated by funding sources
- Conduct donor research from prospect lists developed by State/Development/Area Director(s) and Advisory Board(s) and work to identify
- Construct prospect lists of potential donors
- Assist in the development and maintenance of fundraising reports and online fundraising conducted through peer-to-peer fundraising sites



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- Work with staff to ensure compliance with donor relations “best practices”, including acknowledgements, special recognition, and successful maintenance of donor tracking systems
- Support Best Buddies fundraising and development policies, procedures, and standards

Marketing

- Manage all development-related correspondence and mailings including, but not limited to, e-campaigns, e-communications, and e-newsletters.
- Ensure that donors and sponsors are highlighted on the appropriate event, state, and national websites and in state newsletters

Programs

- Provide support for other Best Buddies programs as needed

Operations

- Responsible for tracking, coding, and confirming revenue as collected by the local office and received at the headquarters office
- Monitor special event spending and revenue according to determined budgets
- Responsible for the recruitment and management of volunteers. This includes but is not limited to event volunteers, committees, and general volunteer recruitment.
- This role includes but is not limited to the above responsibilities. May be responsible for other duties as assigned.

Candidates please apply through the Best Buddies Career Portal, which is linked here: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=17a67bcf-e188-4c83-b4fb-5cde874e0c08&jobId=505990&lang=en_US