

**Volunteers of America of Oklahoma
Job Description**

Title: Development Coordinator
FLSA Classification: Non-Exempt
Career Band: Support (S1-S2)
Department: Development
Reports to: Director of Development/External Affairs

Job Summary:

The Events and Development Coordinator provides administrative support for Volunteers of America of Oklahoma fund raising and development related events and tasks. The Development Coordinator works closely with the Director of Development/External Affairs to implement all aspects of the development plan. The Coordinator assists with fund raising activities including major gifts program, donor relations, fund raising events, and other fund development activities. Position provides administrative support for donor database, mailings, acknowledgments, and recognition. Position assists with donor recruitment, cultivation, retention, stewardship and appreciation and related Board and staff training. The Coordinator also assists with messaging and communications strategies, including marketing, public relations and social media related to development and fund raising efforts.

Job Duties:

- Work closely with the Director of Development/External Affairs to execute fund development goals, programs and plans.
- Assist when needed with advertising, public relations and marketing, including collateral materials related to donor development, recruitment, and retention (website, social media, print media, etc.).
- Recruit, coordinate, and oversee volunteers for fund development and fund raising activities.
- Assist when needed with a major gifts program including community education presentations, researching and analyzing major gifts prospects, scheduling tours and prospect meetings, and any related tasks.
- Support staff in their work to obtain private donations, identify, cultivate, steward, and solicit existing and additional donors.
- Provide administrative support for gift acknowledgment programs.
- Oversee donor database, reporting and data analysis. Maintain foundation, corporation, and individual donor files.
- Design and implement donor appreciation and cultivation events and activities.

- Provide staff support for annual and special fund raising campaigns, events, and activities.
- Support efforts to identify, solicit, steward, maintain, and upgrade annual donors.
- Create monthly written development activity and fund raising report and other database reports as needed.
- Assign development tasks to staff and Board as needed.
- Provide staff support to monthly Resource Development Committee meetings. Work with committee chair to schedule and send notice of meetings, provide materials and information as needed and requested, and take and distribute meeting minutes.
- Assist with task follow-up and completion.
- Coordinate production and mailings of all fund raising appeals, annual reports, and other donor correspondence.
- Social Media presence, research, write and post.
- Coordinating Spread the Warmth annual blanket drive. Managing communication with collection and distribution partners, transportation and volunteers.
- Coordinating Books are Cool annual children's book drive. Managing book distribution partners and volunteers for collection and sorting. Recruiting new donors and summer distribution opportunities.
- Staff liaison for high school Junior Board - Scheduling and preparing for meetings, coordinating communication and creating social media posts.
- Cross-trained in support of and able to fill in for grant-writing support. .
- Perform other duties as assigned by the Director of Development.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift or move objects weighing up to 10 pounds and occasionally lift or move objects weighing up to 50 pounds. Frequent pushing and pulling is also required.

Qualifications and Skills:

Required Qualifications:

- 18 years of age or older.
- College graduate preferably in English, marketing, media or public relations or non-profit management or related field. Prefer 1-3 year experience.
- Must have and maintain a working telephone contact number.
- Possess a valid Social Security Card.
- Possess a valid Oklahoma Driver's License.
- Have reliable transportation.

- Proof of current car insurance (your name must be on the policy).
- Maintain an acceptable driving record, Oklahoma State Bureau of Investigation criminal history checks, and Community Service Registry Record checks.
- Ability to handle sensitive issues while protecting others' welfare.
- Intermediate MS Office Suite skills (Word, Excel, Outlook, PowerPoint).
- Ability to exercise patience, understanding, creativity, and flexibility.

Preferred Skills:

- Knowledge of Development principles and practices.
- Familiarity with E Tapestry donor software and various social media.
- Strong analytical skills.
- Experience with companies that provide supports to persons with developmental disabilities and/or not-for-profit organizational environments.
- Experience working in a Development or fund raising support role.

Certification of Understanding:

The company reserves the right to revise or change job duties as business needs dictate. It is mutually agreed that this job description does not constitute a written or implied contract of employment. It is understood the company reserves the right to change the work schedule as required, to include overtime.

I have read and understand this job description and the professional expectations of the position and am qualified to perform the duties listed above. I acknowledge this description provides a representative summary of the major duties and responsibilities of the position and that other job related tasks may be assigned by my supervisor.

This position is subject to random drug testing. Refusal to take a drug and/or alcohol test will be grounds for immediate dismissal.

I also understand and recognize that I retain the option, as does Volunteers of America of Oklahoma, to end my employment at any time, with or without notice and with or without cause. As such, your employment with Volunteers of America of Oklahoma is at-will and neither this job description nor any other oral or written representations may be considered a contract for any specified period of time.

Employee Signature: _____ Date: _____

Employee printed name: _____