



DEVELOPMENT COORDINATOR POSITION DESCRIPTION

POSITION TITLE: Development Coordinator

REPORTS TO: Executive Director

GENERAL DESCRIPTION:

The development coordinator is responsible for developing and implementing a comprehensive funds development program, which will include the management of the Benevon sustainable funding model. The development coordinator is an exempt, part-time position with the expectation of a 30-hour work week. The development coordinator will be part of the PPCC Leadership Team and report to the executive director.

MAJOR RESPONSIBILITIES:

1. Resource Development and Stewardship
2. Event Planning and Management
3. Professional Development
4. Grant Management

EXAMPLES OF WORK:

RESOURCE DEVELOPMENT AND STEWARDSHIP:

- Implements and manages the Benevon Sustainable Funding model
- Aids the executive director in soliciting individual and corporate donations
- Develops and grows funding base
- Manages the Bloomerang donor management software
- Develops systems to ensure accurate and timely donation acknowledgements including all necessary tax related information
- Facilitates and coordinates opportunities for the executive director to meet with current and prospective donors

EVENT PLANNING AND MANAGEMENT

- Ensures the planning and executing of special events conceived in conjunction with the Board and executive director
- Oversees work with outside vendors, negotiating terms favorable to PPCC
- Updates Bloomerang with relevant results to track and report Benevon and other donor information

PROFESSIONAL DEVELOPMENT:

- Completes training in the four-phase Benevon Sustainable Funding model
- Stays abreast of trends and best practices in philanthropy and donor relations
- Participates in workshops and continuing education as recommended by the executive director
- Meets regularly with Development Peer Group through Solihten Institute

GRANTS MANAGEMENT:

- Collaborates with the executive director to create and execute an annual grant writing plan based on PPCC's program and operational needs
- Seeks out grant opportunities in the community
- Works with executive director in compiling and preparing all grant applications
- Manages grants from award to project closeout

QUALIFICATIONS:

- An understanding of and a heart for spiritually-integrated counseling services
- Capacity to identify, cultivate, and solicit funds from donors
- Strong leadership, management, and problem-solving skills
- Excellent written and verbal communication skills
- Strong interpersonal skills: ability to deal effectively with the public, staff, and Board in a professional manner
- Ability to maintain strict confidentiality and handling of sensitive client and donor information in compliance with applicable regulations