



## JOB DESCRIPTION

Position Title	Department	Reports to
Fund Development Coordinator	Admin	Chief Executive Officer
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	July 1, 2021

### POSITION SUMMARY

The Fund Development Coordinator is responsible for directing the fundraising activities for Family Promise of the Verdugos. They will develop and implement fundraising strategies and forecast fundraising estimates for the organization. Currently Family Promise of the Verdugos has a \$2 million annual budget and the position will strive to help Family Promise achieve a \$3 million annual budget in order to support the organizational growth and to meet the needs of the community including housing the homeless and preventing homelessness.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Planning, organizing, and implementing the organization's annual fundraiser events
- Developing and implementing effective fundraising strategy
- Creating awareness and demand for the organization's services
- Research private foundations and submit grant applications to those whose mission align with the mission and vision of FPV
- Donor cultivation to include identifying, soliciting and stewarding
- Maintaining a reliable communications mechanism with administration team to ensure efforts are in line with objectives
- Generating and developing fundraising opportunities beyond those currently established
- Expanding existing lists of regular and potential contributors to the organization
- Create external communications including e-newsletter, social media posts and press releases
- Manage the data and generate analytical reports in the donor database
- Preparing paperwork for donors and maintaining fundraising documentation
- Serve on organization and community committees as requested
- Performing other duties as assigned

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in nonprofit or related field preferred
- Experience in developing and recruiting for nonprofit organizations
- Knowledge of nonprofit donation recruitment techniques; Excellent customer relationship skills
- Demonstrated ability to build and maintain relationships with donors
- Flexible, creative, and able to work in a non-structured developing work environment



- Demonstrated capacity to think “outside the box”, communicate and motivate donors on the organization’s programs and new ideas
- Excellent oral/written communication skills, including well-developed presentation skills
- Proficient in Microsoft Office, specifically Excel, Word, and PowerPoint

Salary Range: \$60k - \$70k includes monthly medical allowance, vacation and sick time.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

#### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Email Cover Letter and Resume to [info@FamilyPromiseVerdugos.org](mailto:info@FamilyPromiseVerdugos.org)