



<b>Job title</b>	<i>Fundraising Coordinator</i>
<b>Reports to</b>	<i>Director of Development</i>

#### Job purpose

The Fundraising Coordinator is a NEW position that is responsible for the execution of a new fundraising program that supports the mission of Thrive Allen County. Reporting directly to the Director of Development, the Fundraising Coordinator will take primary responsibility for hitting annual revenue targets for fundraising initiatives. This role builds deep community relationships and secures the resources necessary for organizational growth.

#### Duties and responsibilities

##### **Strategic Revenue Coordination**

- In partnership with the Chief Strategic and Development Officer (CSDO) and Director of Development, assist in developing and implement a diversified annual fundraising plan encompassing individual giving, corporate sponsorships, and foundation support.
- Set and meet quarterly and annual fundraising revenue goals.
- Analyze fundraising data to identify trends, forecast revenue, and pivot strategies as needed.
- Collaborate with the Marketing/Communications team to ensure all fundraising collateral is on-brand and compelling.

##### **Fundraising and Donor Cultivation**

- Manage a personal portfolio of donors and prospective donors.
- Coordinate the logistics for annual appeals, including mailing lists, printing, and digital distribution.
- Plan and/or support the execution of fundraising events, managing guest lists, corporate sponsorships, registration, and post-event follow-up.
- Create and implement fundraising calendar that is approved by Director of Development.
- Draft content for fundraising campaigns and e-newsletters.
- Cultivate and maintain relationships with donors, sponsors, and community partners.
- Research and identify prospective donors and sponsorship opportunities.

- Design plans to transition mid-level donors into major gift supporters.
- Prepare the President & CEO and the CSDO for high-stakes donor meetings, providing research briefings and talking points.

## **Donor Database & Records Management**

- Maintain the integrity of the donor database (CRM), ensuring all contact information, gifts, and interactions are recorded accurately.
- Generate monthly reports on fundraising progress against targets for the CSDO and Director of Development.
- Conduct prospect research to identify potential new individual and corporate donors.
- Manage the "thank you" process, ensuring all donors receive personalized acknowledgment letters within 48 hours of their gift.
- Coordinate donor recognition efforts, such as listing names in annual reports or on digital platforms.

## **Other Responsibilities:**

- Provide outstanding service to community members and donors by responding to their needs.
- Serve as a public-facing ambassador for Thrive Allen County at networking functions.
- Consult and liaise with partners, community members and consultants.
- Attend Thrive Allen County events, as required (typically during evening and weekend hours).
- Perform other duties as assigned.

## **Qualifications**

- 2-3 years of customer service, sales, event planning, or fund development.
- Storytelling ability; able to translate complex health and economic data into a compelling case for support.
- (Preferred) Familiarity with rural development needs.
- Ability to cultivate and build relationships.
- Ability to work independently.
- Proficiency in managing database systems.
- Ability to communicate clearly and effectively in a professional manner.
- Ability to manage multiple projects simultaneously and meet deadlines effectively.
- Friendly personality who enjoys working with the public.
- Professional attitude and appearance.
- Strong presentation and verbal communication skills.
- Strong problem-solving skills with experience managing deadlines and budgets.

## **More Information**

- Thrive is an EOE.
- Residency within 45 minutes of Thrive Allen County office required. Residency must be established within 60 days of hire.

- Flexible work schedule that allows for work-life balance.
- Compensation: Range from \$21.50/hr to \$24.25/hr based on experience. This is an hourly position with medical, dental, vision, and life insurance with 100% of the premiums paid for the employee, IRA with employer match of up to 3%, 120 hours of paid vacation a year, and 11 paid holidays.
- Some evenings and weekends required based off events and schedules.
- Thrive places a high priority on team players and community-minded individuals.

**To apply send your resume, cover letter, and writing sample to [jobs@thriveallencounty.org](mailto:jobs@thriveallencounty.org)**