Donor Development Coordinator

Job Summary: The Donor Development Coordinator is responsible for planning, organizing, and directing all of TLC Learning Center’s fundraising including, the major gifts program, annual fund, planned giving, and special donor events. The Donor Development Coordinator will also assist the event coordinator with major events and the contracted grant writer/web designer with projects as needed. The Manager works closely with The Executive Director and the Board of Directors in all development and fundraising endeavors.

Major Job Responsibilities and Duties:
The following statements are samples of the most essential functions of the job and do not include other duties that may be required. Currently, this is planned as a 3/4 time FTE position at or around 32 hours/week.

Communications and Outreach: Manage organization’s social media, general newsletter, press releases, and website with up-to-date information and strategic communications. Create materials for events and mailings. Make public appearances/accept speaking engagements to share information about TLC Learning Center with the community.


Major Gifts: Meet prospective donors and supporters on a continual basis. Grow a major gifts program including identification, cultivation and solicitation of major donors. Direct a minimum of 3 major donor dinner events.

Grants: Work with grant writer in seeking grants including research, proposal writing, and reporting requirements.

Individual Giving: Direct the annual fund program, including mailings and annual fundraising drives. Assist in coordinating fundraising special events. Direct employee fundraising drives.

Planned Giving: Build the planned giving program, with a focus on deferred gifts such as bequest expectancies.

Collaboration: Work closely with Executive Director, and Board of Directors. Oversee Board Development Committee meetings. Collaborate with other fundraising staff or contractors.

Reports to:
- Executive Director
Minimum Qualifications:

- Must embrace the mission of TLC Learning Center.
- Strong interpersonal and writing skills.
- Have knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be familiar with utilizing a donor database or CRM.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A bachelor’s degree.
- 2 years minimum experience in professional fundraising.

Preferred Qualifications:
- Spanish proficiency a plus

Physical Requirements:
- Ability to drive and provide personal transportation for work and meetings associated with the TLC.

SALARY/BENEFITS:
Staring at $35,000/year plus PTO and benefits.

APPLICATION:
E-mail resume to Matt Eldred at meldred@learningwithtlc.org

TLC Learning center is an Equal Opportunity Employer