



**JOB TITLE:** Development Coordinator  
**REPORTS TO:** Executive Director  
**EMPLOYEE STATUS:** Exempt  
**EMPLOYEES SUPERVISED:** None

#### **Anna's House Foundation, a Faith Based Organization**

*Reporting Directly to the Executive Director in support our mission of providing safe, stable immediate homes to children in Oklahoma state custody, Anna's House Foundation Development Coordinator will oversee the development, growth and stewardship of stakeholders. This position is responsible for helping maintain a strong financial position of the agency, engaging current and potential stakeholders, and creating opportunities for individuals, corporations, and foundation to give to their area of interest and passion.*

#### **RESPONSIBILITIES:**

##### **Annual Fund Management**

- Assist Executive Director with creating and implementing an annual strategy for cultivating and stewarding donors through mailings, social media, events, targeted appeals, email, and other innovative techniques that can attract a diverse range of donors.
- Remain up to date on the latest fundraising techniques to attract new donors and adopt new practices to further the agency's fundraising goals
- Assist Executive Director with creating and managing a multi-year grants solicitation pipeline and schedule. Manage all grants through their full lifecycle from writing compelling proposals through final reporting.
- Work with Executive Director to maintain and deepen existing foundation and corporate relationships. Identify prospects and secure new foundation and corporate supporters.
- Along with Executive Director meet with funders, conduct presentations, and share organization mission and impact externally.
- Collaborate with the Executive Director to implement the individual-giving program
- Assist Executive Director with creating a communications plan to increase the number of individual "contacts" and potential and future donors.
- Write and send mail campaigns in accordance to the annual fundraising plan.

##### **Special Events Coordination**

- Work with special events committee and chair to develop event timeline, event run-of-show, program details, and lead all pre-event and day-of logistics.
- Manage negotiation and execution of event contracts, communication with vendors for day of event needs, and perform post event follow-up.
- Manage the communication, invoicing, follow-up and guest information for sponsorships.
- Work with Community Outreach Coordinator on day of volunteer needs and assignments.
- Cultivate and steward motivated participants to both raise funds for the event and remain connected to the agency afterwards.
- Work with stakeholders, board of directors, young professional board, event committee and community volunteers to secure silent and live auction items. Track and enter all items in the event online portal.
- Work in conjunction with the Marketing Communication Manager to ensure the agency's presence at events conveys its mission, services, and needs
- Manage all special event details, print needs, signage, decorations, and any other detail necessary for the successful execution of the event.
- Work with committee and Executive Director on closeout and follow-up post event.

##### **Donor Stewardship**

- Oversee accurate gift processing standards, including timely gift entry and acknowledgement and integrity of data
- Effectively utilize the donor tracking database through accurate entry, advanced reports, and integrated communication options



- Ensure all donors are acknowledged in a timely manner
- Along with the Executive Director, manage a pipeline of donors to welcome supporters in at every level and further leverage their generosity
- Recommend development process modifications
- As work load allows, grow a small portfolio of individual donors

**General Responsibilities**

- Help manage liaison responsibilities from the Board of Directors
- Assist Executive Director in administrative driven tasks

**REQUIRED SKILLS AND ATTRIBUTES:**

- Bachelor's degree with 12-months of experience in fundraising/development and database management.
- Strong leadership and written and oral communication skills in order to manage continuous workflow of a high volume, multi-tasking environment
- Energetic, articulate and self-assured, and possess strong interpersonal skills
- Ability to interact with persons of diverse cultural and socioeconomic backgrounds in a manner that demonstrates sensitivity toward difference
- Ability to fundraise/secure appropriate funding to achieve growth goals of organization

**PREFERRED ABILITIES AND EXPERIENCE:**

- Skilled at working in a team and place organizational success above personal success
- 1-2 years in direct fundraising and grant writing experience preferred
- Proficient at creating and tracking project schedules.
- Willingness to communicate by phone or email outside of normal business hours
- Skilled at working well independently and within continuously evolving teams and other organizations