



Position Title: Development Coordinator
Exempt/Non-Exempt:
Title this Position Reports to: Director of Development and Communications

Job Summary:

The Development Coordinator plays a key role in the financial sustainability and growth of the organization. This person is responsible for the planning, management and execution of all of the organization's fundraising events. The Coordinator will work in close collaboration with the Director of Development and Communications in the management and planning of these events and in the stewardship of donors. As a member of the Development and Communications team, the coordinator will represent the agency and be able to articulate its mission and values.

Job Details:

Events Coordination

- Plan and implement details and logistics for fundraising events in coordination with the department.
- Create marketing plans for each event, working closely with the Communications Manager for the dissemination of information.
- Evaluate all ongoing events and develop new events as necessary.
- Design and complete materials for events, folders for donors, power presentations, etc., working with outside vendors as relevant.
- Maintain budgets for each event with accuracy and within Dee Norton policies and procedures.
- Maintain accurate records for attendees, sponsors and donors of events using Raiser's Edge and other software as appropriate.
- Recruit, manage and lead volunteer committees for each event.
- Work closely with the Communications Manager to plan and implement details on the outreach event (currently Movie Night) as part of the Annual Awareness Campaign.
- Coordinate with outside organizations hosting 3rd party event fundraising for Dee Norton and maintain compliance with Dee Norton policies.

Donor Engagement

- Coordinate with the Director of Development and Communications to identify and build relationships with key donors and groups.
- Develop strategies and implement a plan to transition attendees and supporters of events into on-going supporters of Dee Norton.
- Assist in the coordination and planning of donor cultivation and recognition events/activities.
- Support the leadership of the Dee Norton Society, a group of young professionals, coordinating events and managing communication.
- Support the Director of Development and Communications as directed in support of the Wild Women Society and the Board of Advocates.

Departmental Responsibilities

- Conduct tours of the Dee Norton facility.
- Speak on behalf of the Dee Norton at public functions.
- Represent Dee Norton at community functions.

Other Responsibilities

- Adhere to Dee Norton's Vision, Mission and Core Values.
- Attend appropriate training workshops and conferences.
- Ensure direct supervisor and/or the Executive Director (ED) is knowledgeable about any issues that impact the safety and management of Dee Norton.
- Attend departmental and organizational meetings.
- Meet any other needs as identified by the ED and/or Leadership Team.
- Abide by federal and state confidentiality and privacy requirements, as well as all Dee Norton Policies and Procedures.
- Abide by and meet all grant requirements and objectives.
- Adhere to best practices as outlined by the Association of Fundraising Professionals.

Requirements:

Background Experiences

- Bachelor's degree from four-year institution
- Two- five years' experience in fundraising and/or development preferred.
- Volunteer management experience a plus
- Experience in Raiser's Edge or other donor database software desired.
- Experience working in deadline-driven environments.
- Other combinations of experience and education that meet the minimum requirements may be substituted.

Knowledge, Skills and Abilities (KSAs)

- Ability to convey a passion for the work of Dee Norton
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers.
- Exceptional attention to detail and commitment to accuracy
- Experience in Raiser's Edge desirable
- Strong knowledge of principles, ethics and practices of successful fundraising
- Knowledge of principles, tools and techniques for event management.
- Excellent written and verbal communication skills.
- Computer literacy and proficiency in Word, Excel, Access, Power Point, Outlook and desktop publishing necessary; proficiency with web design desirable.
- Ability to lead multiple long- and short-term projects simultaneously.
- Ability to work well under pressure
- Ability to relate professionally at all times and to maintain relationships with significant and influential individuals.
- Ability to solicit gifts.
- Ability to maintain high level of confidentiality.
- Ability to work well in multicultural teams and with diverse constituencies.

Competency Profile/Core Values Alignment

- Ability to work as a team member with a strong commitment to collaborative work with both internal and external partners.
- Demonstrated ability to establish and promote positive professional relationships, and actively contribute to creating a highly cooperative work environment.
- Desire to continually improve, seek learning opportunities and increase

individual and organizational capacity.

- Ability to take initiative and manage multiple responsibilities with changing priorities and meet deadlines.

Physical Requirements:

In this position an employee is frequently required to stand, walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 15 lbs. Must be able to work on a computer and/or telephone for extended periods of time.

Employee Conduct:

It is the responsibility of every employee at Dee Norton to contribute to a positive work environment through: teamwork, positive, honest and effective communication, and professional interactions with co-workers, volunteers, clients and community partners.

The Dee Norton Child Advocacy Center promotes a culturally diverse and culturally competent community response network. The Center strives for diversity regarding gender, age, ethnicity, race, faith and experience among its Board Members, staff and volunteers. Dee Norton abides by all Federal Equal Opportunity guidelines.