



**Position Title:** Philanthropy Coordinator

**Exempt/Non-Exempt:** Full Time Exempt

**This Position Reports to:** Director of Philanthropy and Communications

**JOB SUMMARY:**

The Philanthropy 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 the organization's fundraising events. The Philanthropy Coordinator will work in close collaboration with the Director of Philanthropy and Communications in the management and planning of these events and in the stewardship of donors and event volunteers. As a member of the Philanthropy and Communications team, the Philanthropy 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 including but not limited to the following:
  - Create marketing plans for each event, working closely with the Communications Manager on the dissemination of information.
  - Design and assemble collateral for events, donor meetings, PowerPoint presentations, etc., working closely with the Communications Manager and outside vendors as needed.
  - Maintain detailed, accurate budgets for each event according to Dee Norton policies and procedures.
  - Recruit, manage, and lead volunteer committees for each event.
  - Keep accurate and thorough minutes at volunteer committee meetings.
  - Evaluate all ongoing events and develop new events, as necessary.
- Maintain accurate records for attendees, sponsors, and donors of events using Raiser's Edge and other software as appropriate.
- Work closely with the Communications Manager to plan and implement details of outreach events such as Movie Night during the Annual Awareness Campaign held each April.
- Coordinate with outside organizations and/or individuals who host third party event fundraisers for Dee Norton and maintain compliance with Dee Norton policies.

**Donor Engagement and Stewardship**

- Coordinate with the Director of Philanthropy and Communications to identify and build relationships with key mid-level donors and entities with the goal of moving them into the Major Gift level.
- 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.
- Assist with accurate and thorough gift recording, reporting and acknowledgement process.

**Departmental Responsibilities**

- Conduct stakeholder tours at both Dee Norton facilities.
- Speak and represent Dee Norton at public functions in a polished and professional manner.

## **Other Responsibilities**

- Adhere to Dee Norton's Vision, Mission, and Core Values.
- Attend departmental and organizational meetings and required training workshops and conferences.
- Volunteer at a minimum of two public awareness or fundraising events each year.
- Ensure direct supervisor and/or the Executive Director (ED) is knowledgeable about any issues that may impact the safety, management, or reputation of Dee Norton.
- Meet 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 Experience**

- A minimum of a bachelor's degree from a four-year institution is required.
- Two to five years of experience in fundraising, development, or high-end sales is preferred.
- Experience in event management/planning is strongly preferred.
- Volunteer management experience is preferred.
- Experience in Raiser's Edge or other donor database software is strongly desired.
- Experience with Greater Giving or other auction platforms is strongly desired.
- Experience working in deadline-driven environments is required.
- Other combinations of experience and education that meet the minimum requirements may be substituted and will be considered on a case-by-case basis.

### **Knowledge, Skills, and Abilities (KSAs) | Show how you...**

- Demonstrate passion for the work of Dee Norton.
- Manage multiple projects and/or initiatives in collaboration with staff and volunteers.
- Exhibit exceptional attention to detail and a commitment to accuracy and take ownership of a "job well done" in every endeavor.
- Employ strong knowledge of fundraising principles, ethics, and practices while maintaining discretion and confidentiality as needed.
- Solicit financial gifts and sponsorships from individuals and organizations.
- Employ effective and efficient principles, tools, and techniques of event management to achieve financial and organizational goals.
- Demonstrate excellent written and verbal communication skills.
- Use technical skills such as basic computer literacy, Office 365 applications, desktop publishing, and web design experience.
- Engage stakeholders from diverse, multi-cultural economic and social backgrounds in respectful and professional ways.

### **Competency Profile/Core Values Alignment**

- Commitment and ability to work collaboratively with both internal and external partners.
- Commitment and ability to establish and promote positive professional relationships.
- Commitment and ability to take initiative, manage multiple responsibilities, and shift priorities, if needed, while still meeting deadlines.
- Desire to continually improve, seek learning opportunities, and increase individual and organizational capacity.

**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 staff. The Center strives for diversity regarding gender, age, ethnicity, race, faith, experience, and other dimensions of diversity among its staff, Board Members, and volunteers. Dee Norton is an equal opportunity employer and is committed to the spirit and letter of all federal, state, and local laws and regulations pertaining to equal employment opportunity.*