

Alzheimer's Community Care, Inc.

Position Title: Development Coordinator, Palm Beach County
Supervisor: Director of Development
Department: Development
Status: Exempt
Effective Date: July 2010
Revised: March 2019

Major Duties of this Position:

The Development Coordinator for Palm Beach County is responsible for raising funds for and representing the organization at community and networking events that attract existing and/or potential donors who will play a valuable role with the organization. The Development Coordinator is critical for developing revenue sources to ensure that the Department's budget responsibilities are met. By strengthening existing networks, and building new relationships, the Development Coordinator will cultivate supporters who will become involved in all levels of philanthropy. The Development Coordinator will identify and cultivate donors and volunteers, and secure sponsorships through community events.

Position Responsibilities:

1. Working with the Director of Development to establish a strategy and event communication plan for ongoing prospect development and successful special events.
2. Develop and foster relationships with existing and potential supporters who embrace the organization's mission and understand the purposes of fundraising events.
3. Oversee, manage and contribute to aspects of budgeted special events held in Palm Beach County.
4. Recruit and cultivate volunteer committee members, keeping them informed and prepared to execute successful special events.
5. Organize committee meetings for events and provide documents to guide committee members, volunteers and staff, including written agendas.
6. Provide committee reports and/or minutes that record action steps and activities discussed at each meeting and distribute to committee members prior to the next meeting.
7. Seek out and represent the organization at new networking and community events, including third-party events, while strengthening the organization's awareness in the community.
8. Submit regular Community Outreach Reports for review and approval.
9. Maintain and manage an active list of contacts/donors/volunteers gathered from community and networking events, to be used for further development of Alzheimer's Community Care.
10. Train volunteers, specifically to assist the Development Department at events and activities conducted by the Organization.
11. Maintain duties for fiscal components of projects/special events through budget and accurate accountability systems, including donor database system. Keep open lines of communication with all staff involved in budgeted events, to ensure and track event income.

12. Update contact names and addresses for Results Plus and mailing lists.
13. Provide and assist related event information for SociAlz (social media channels) and the website, including general information and specific sponsorship recognition.
14. When requested and/or needed, assist in responding to inquiries and requests from donors and the community, especially as they relate to their interest in financially supporting the organization's mission and work. The Development Coordinator must strive to be educated on the donor's intent and priorities.
15. Assist in other duties as requested by supervisor.

Supervisory Responsibilities: None

Supervision Received: Evaluation of results by the Director of Development, communicated verbally and in writing. Day-to-day interaction with minimal supervision from the Director of Development.

Other Relevant Aspects of Position:

- May require work in excess of scheduled hours as deadlines demand
- Requires evening and weekend work specifically during events
- Presence at fundraising events is mandatory

Position Requirements:

Education: High School degree or equivalent required; Associate's degree preferred.

Experience: Minimum three years of fundraising and/or event planning experience, with demonstrated ability to perform in administration and has proficiency in Word and Office applications, Data Base management, Page Layout and Desktop Publishing. Work experience in non-profit fundraising and event planning preferred.

Skills and Abilities:

- Demonstrated ability to establish and maintain positive and productive working relationships with a cross-section of individuals, committees, volunteers and staff
- Ability to target donors, ask for sponsorships and fund raise
- Must be able to orchestrate a special event/project from beginning to end with minimal supervision
- Must maintain accountability and work independently
- Must be a self-starter, creative, and able to generate solutions to short and long-term challenges
- Extensive organizational skills and effective time management
- Excellent communication: ability to present information concisely and effectively both verbally and in written format
- Work from a draft or composes communications either electronically or written with attention details.
- Handle pressure and address situations professionally and effectively.

- Possess good interpersonal skills maintaining high accessibility to other departments and donors
- Ability to be flexible and multi-task
- Represent agency in a professional manner at all times

Other Position relationships:

Staff/Volunteers: Works closely on a regular basis with Leadership Team and all other staff levels and supervise work of volunteers. Projects directly affect daily operations of all aspects of Alzheimer's Community Care. Most contact is conducted verbally and through externally and internal communications (e-mail, written reports, staff meetings, telephone, etc.)

Working Conditions:

- Walks or stands 40% of the time, sits the other 60%.
- Works in shared office area with moderate noise level and restricted workspace
- During emergency conditions, may be exposed to long working hours and/or heat, rain, wind, or cold
- May be required to lift up to 40 pounds
- Must drive to other locations, Florida safe driver's license required

Resources for Position:

- Mileage reimbursement
- Cellular telephone
- Business credit card
- Keys to building
- Alarm code

I have fully read and understand the requirements of the aforementioned job description. I agree that, as a condition of my employment, I will maintain confidentiality regarding all client records and Alzheimer's Community Care's financial issues, which may come to my attention. I agree that as a condition of my employment, I will avoid situations, relationships, activities, and agreements which present a conflict of interest. I also understand that this job description is not intended and is not construed as an all-inclusive list of responsibilities, skills, efforts or working conditions associated with this position.

Signature

Date

Printed Name

Employment Date

Supervisor's Signature

Date