



<b>Position Title:</b> Fund Development Coordinator	<b>Job Code:</b> Part-Time 25 hrs/week	<b>Overtime Status:</b> Hourly, Non-exempt
<b>Department:</b> Fund Development	<b>Location:</b> Madison, WI	
<b>Reports To:</b> Director of Development	<b>Number of People Supervised:</b> None	

**POSITION PURPOSE**

The Fund Development Coordinator actively supports relationship building initiatives in coherence of fund development’s organizational strategies. Will possess an understanding of non-profit development and have experience working in and managing donor databases, ensuring the integrity and accuracy of constituent information. This key role will succeed in providing skillful database management and analysis, with the ability to execute the essential responsibilities of gift processing, mailing list generation, detailed and diverse reports and monthly reconciliation reports. The individual will also support the Fund Development team by writing smaller grant proposals and performing donor prospect research.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)**

**Record Keeping and Data Entry**

- Manages gift processing for E-Tapestry, including processing donor data from source documents, updating and editing donor database files, and performing other information-handling functions
- Produces donor acknowledgment letters, solicitation letters, and other sensitive correspondence
- Database clean-up, maintenance, and constituent record updates
- Builds complex queries as needed to prepare reports for appeals, donor recognition and all other development office functions including the monthly reconciliation of revenue
- Develops the procedures, and processes pledges/gifts for all campaigns
- Responds promptly to and resolve revenue-related customer service inquiries from external and internal customers

**Data Management**

- Leveraging constituent data for the advancement of the organization’s goals and exploring new opportunities for capturing information or more efficiently managing relationships
- Developing and performing daily, monthly, quarterly and annual audits to ensure accuracy and data integrity

**Grant Writing and Reporting**

- Writes smaller grants (under 10K) and researches new grant opportunities
- Proofreads larger proposals written by Director of Development
- Foundation research

**Prospect and Donor Research/ Meeting support**

- Uses Research Point to find best prospects
- Prepares background information and does research for select donor meetings
- Assembles folders for meetings and keeps materials up-to-date



• **Assist with special projects and perform other duties as assigned**

**EDUCATION & RELATED WORK EXPERIENCE**

Three years of commensurate experience. Advanced skills and knowledge of E-Tapestry or other non-profit software is preferable.

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS**

**(Describe any specific workplace conditions and/or physical abilities that are related to and/or required by this job)**

- Maintain a high energy level
- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities
- Sit for four-plus hours per day. Standing and bending are necessary to this role

**APPLICATION INSTRUCTIONS**

Please email your cover letter and resume to Casey Kimmel, Director of Development at [hireing@bbbsmadison.org](mailto:hireing@bbbsmadison.org).

**No phone calls please.**

**SKILLS AND KNOWLEDGE**

	Required	Preferred
A strong command of constituent/donor database management	X	
Proficiency in Microsoft Office and Excel is required	X	
Strong organizational and time management skills.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, Board, community volunteers, donors, etc.	X	
Demonstrated ability to meet deadlines	X	
Demonstrated ability to work under pressure	X	
Must be able to answer to multiple demands from multiple directions simultaneously without expressing frustration.	X	
Able to exercise judgment regarding matters of significance.	X	
Deals with confidential information on a daily basis and must respect the nature of the data.	X	
Strong organizational skills	X	



<b>Core Competencies</b>	<b>High Performance Indicators</b>
<b>Interpersonal Savvy</b>	Relates well to all people inside and outside the organization; builds appropriate rapport; listens; builds constructive and effective relationships; uses diplomacy and tact; truly values people; can diffuse even high-tension situations comfortably.
<b>Results</b>	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results
<b>Perseverance</b>	Pursues everything with energy, drive and a need to finish; seldom gives up before finishing; especially in the face of resistance or setbacks.
<b>Promotability</b>	Shows progressive demonstrations of increased responsibilities understand how to add value to their companies over time. These are proven performers who are capable of reinventing their jobs and assuming responsibilities above and beyond the call of duty.

### ***Equal Employment Opportunity***

BBBSDC provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

### ***Americans with Disabilities Act***

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

### ***Job Responsibilities***

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSDC may change the specific job duties with or without prior notice based on the needs of the organization.