

Job Title: Part-Time Fund Development Coordinator
Department: Fund Development
Reports To: Director of Development
FLSA Status: Non-Exempted
Grade: 3
Parking Allowance: N
Cellphone Eligible: N

The Alliance for Strong Families and Communities is a strategic action network of thousands of committed social sector leaders driving to achieve a healthy and equitable society. We aggregate the very best sector knowledge and serve as an incubator for learning and innovation to generate new solutions to the toughest problems. We accelerate change through dynamic leadership development and collective actions to ensure policies and systems provide equal access and opportunity for health and well-being, educational success, economic opportunity, and safety and security. The Alliance includes its social enterprise FEI Behavioral Health.

Summary

The Alliance for Strong Families and Communities seeks a part-time (24 hrs./week) fund development coordinator to join our dynamic team and our network of thousands of committed social sector professionals working to positively impact local communities across the country. Through our collective work, Alliance staff and our network of members help all children, adults, and families achieve their full potential.

Essential Duties and Responsibilities including the following. Other duties may be assigned.

Gift Entry

- Enter donations properly in Raiser's Edge database following department procedure
- Produce gift reports, custom reports, queries, appeals and monthly gift reconciliation
- Maintain the department's hard copy and electronic donation files.

Acknowledgements and Donor Outreach

- Promptly write and produce creative, accurate and timely acknowledgement letters and tax receipts
- Support donor outreach, such as appeal letters, invitations, postcards, and direct mail by preparing and maintaining donor mailing lists; processing appeals; and contributing to the development of donor communications
- Support online giving, social media campaign appeals, and sponsor outreach/stewardship as needed

Database Management and Reporting

- Maintain Raiser's Edge NXT/Raiser's Edge database alignment to maximize fund development performance and reporting
- Maintain and update donor data, contacts, actions, etc. to improve database performance
- Create and maintain database procedures documentation



- Make recommendations for future database upgrades/conversions as needed, staying on top of industry trends and best practices.

Special Projects:

- Use online resources and funding directories to research donor prospects
- Provide proofreading, general writing, and other support based on candidate experience.

Education and Experience

B.S, B.A. or relevant combination of education and experience preferred. 2 years of demonstrated experience working with Raiser's Edge database or similar donor management system, preferably in a nonprofit setting. Experienced in donor communication and stewardship.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience or familiarity in fund development, preferably for a non-profit or non-profit association
- Highly organized with a critical degree of accuracy regarding data entry; ability to deal with confidential data
- Minimum of two years Raiser's Edge experience and ability to demonstrate proficiency in web-based Raiser's Edge NXT interface; Raiser's Edge Fundamentals Certification; and/or experience in donor databases and ability to learn.
- Organizational skills; critical thinking; time management; and ability to work independently with minimal supervision in a complex, multitasking environment is required
- Ability to understand and follow directions including complex policies and procedures
- Strong computer skills using Microsoft Office applications including Word, Excel, Outlook, SharePoint, and OneNote
- Excellent verbal and written communication skills required for composing thank you letters and other correspondence and outreach.
- Ability to work well as a contributing member of a team.

Competencies

- **Drive for Results:** Focuses on executing consistent high-quality results and sets up feedback loops and monitors workflow to celebrate success, identifies problems early and develops solutions;
- **Personal Accountability:** Holds self-accountable for achieving goals and commitments; takes responsibility for own actions and for mistakes; actively listens to and understands others.
- **Resilience:** Keeps balance, focus and humor during stressful times and promotes and supports the same for all team members; can effectively partner with individuals with different communication and work styles; has sense of humor.



- **Customer Focus:** Understands we are advocates for our customers and treats our network, colleagues, peers, funders, clients, and partners as customers; builds positive, respectful, and trusting relationships with both internal and external customers;
- **Collaboration:** builds strong working relationships with all stakeholders; provides ongoing open flow of relevant information to team members and other stakeholders and strives for a balance of working independently and creating opportunity for input and feedback; seeks out and welcomes differences; embraces diversity.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Travel Expectations

Travel is expected; approximately 1 day a year.

Approved By: Human Resources Specialist _____ Approved Date: 6/24/2020 _____

