

Title: Fund Development Coordinator

Position: To increase the fundraising capacity of The Well CDC by providing assistance in the execution of our fundraising strategy

Compensation: \$20 an hour

Responsible to: Fund Development Director

Overview:

To support our Fund Development strategy to build financial stability for The Well CDC through grant writing and management, donor software management, and other fund development duties.

Main Objective:

To use your gifts and talents to manage systems that support The Well CDC's Fund Development goals including grants (local, national, and government), new sources of funding, our CRM, and other fundraising tasks to increase financial stability for The Well CDC. This position is for an unspecified duration and constitutes "at will" employment.

Job Description | 32 hours a week

I. Skills and Qualifications

- a. Strong written communication, storytelling, project management, and administrative skills
- b. Strategic and analytical
- c. Grant writing and grant management
- d. Ability to utilize Excel, email, and other electronic platforms including willingness to learn our CRM (DonorPerfect) to pull lists and analytical reports
- e. Ability to work independently and as a team

II. Grant Writing

- a. Write and submit compelling grant narratives
- b. Manage and maintain our grants database including grant applications, reports, budgets, and updates
- c. Solicit new funding opportunities

III. CRM Management

- a. Maintain donor and funder profiles
- b. Ownership of donations process, data recording, and tracking of grants
- c. Execute list segmentation for mailing lists and email campaigns
- d. Maintain and improve existing systems and processes to provide efficient gift processing and acknowledgement

IV. Expectations

- a. Hours: 32 hours per week
- b. Meet with your supervisor on a bi-weekly rhythm
- c. Common Business Courtesy
 - i. Return phone calls and emails within 48 hours
 - ii. Be on time to meetings, events and programs
- d. Maintain a neat and organized workspace
- e. Adhere to related staff policy and procedures
- f. Assist with other The Well CDC staff, as assigned