



DOMESTIC ABUSE INTERVENTION SERVICES

Job Description

Job Title	Development Coordinator	Department	Development
FLSA Status	Salaried Exempt	Reports to	Director of Strategic Partnerships
Classification	Full-time	Revision Date	06/01/2017

Job Summary: The Development Coordinator works with the Director of Strategic Partnerships to set and achieve financial goals in alignment with organizational direction. The Development Coordinator has primary responsibility for fund development efforts for the organization including: special events, community outreach resulting in financial stability, donor cultivation and corporate relations. This position works in a dynamic team environment to develop and manage revenue targets needed to acquire resources to impact community needs. Some evenings and weekends required.

Supervises: Event Volunteers and Interns (as needed)

Qualifications:

- Bachelor’s degree preferred though relevant experience may be considered in lieu of a degree
- A minimum of three years of progressive fund development or sales experience in a nonprofit setting required
- Proven track record of coordinating successful fund development events and corporate partnership growth required
- Excellent written and verbal communication skills, organizational skills and an attention to detail required
- Entrepreneurial and innovative thinking required
- Experience supervising and managing volunteers and committees strongly preferred
- Experience managing vendor relationships strongly preferred
- Excellent computer skills including knowledge of and experience with Microsoft Office preferred
- Bilingual preferred

Competencies:

- **Problem Solving Attitude:** Approaches situations and challenges in a solution based proactive and effective manner.
- **Time Management:** Organizes work, sets priorities, and determines resource requirements to effectively manage time and achieve goals.
- **Stress Tolerance & Unflappability:** Maintains composure in highly stressful or adverse situations.
- **Self-motivation, Initiative & Creative Thinking:** Takes action without prompting and develops fresh ideas that provide solutions to all types of workplace challenges.
- **Communication:** Clearly conveys and receives information and ideas through a variety of media in a manner that engages the listener or recipient, helps them to understand and retain the message, and invites responses and feedback. Keeps others informed as appropriate. Demonstrates good written, oral, and listening skills.
- **Adaptability & Flexibility:** Adapts to changing business needs, conditions, and work responsibilities.
- **Collaboration:** Develops, maintains, and strengthens partnerships with others inside and outside the organization who may be able to provide information, assistance, and support.
- **Planning, Organizing and Delegating:** Demonstrates the ability to plan, schedule and direct the work of others.
- **Influencing Others:** Gets others excited about, and committed to further the organization’s objectives.

Duties and Responsibilities:

Fund Development 80%

- Oversees, directs, and coordinates the development of DAIS’ annual fundraising events including facilitating planning meetings, leading sponsorship solicitation activities, ensuring effective coordination of logistics, managing committees, and acting as a liaison between the committees and Development Department.
- Develops and manages event and project budgets within required parameters; negotiates related vendor contracts and pricing.
- Operationalizes guiding principles to ensure that events are in alignment with them.
- Manages and oversees all DAIS special event fundraising initiatives including but not limited to, the Annual Luncheon, Dine Out for DAIS and Dress for DAIS ensuring that events are in alignment with Department goals and guiding principles.
- Identifies, vets and recommends new opportunities for possible revenue to further organizational level goals as appropriate.
- Oversees the coordination of development-related workshops and donor appreciation events in conjunction with Donor Relations Manager.
- Ensures sufficient staff, Board and volunteer representation at all events to benefit the organization within parameters established by DAIS event guidelines.

- Works with volunteers and staff to organize and coordinate Domestic Violence Awareness Month (DVAM) Activities; serves as primary point person for fundraising activities during DVAM.
- Manages the annual Development Department project and event timeline.
- Works with the appropriate Development Team members to create revenue generating correspondence and materials for fundraising events and other solicitations as needed.
- Provides input into long-term strategic development plans, including growth planning.
- Provides input into annual development plan; ensures annual development plan realistically captures event revenue potential towards annual fund goal.
- Ensures that Event Guidelines are regularly updated and adhered to.

Community Outreach 10%

- Identifies potential community resources and partnerships to promote DAIS within the community resulting in financial growth; Ensures potential supporters are connected to the appropriate contact at DAIS for further cultivation.
- Strategizes ways to engage specific subsets of the Dane County community, through outreach efforts, targeted fundraising efforts, etc. Collaborates with Development Department staff to ensure that those engaged are connected to the appropriate contact at DAIS for further cultivation.
- Successfully networks and partners with all stakeholders that include a broad and diverse representation of community organizations
- Attends community events as a DAIS representative and speaker in conjunction with the Director of Strategic Partnerships and Donor Relations Manager

Supervision 5%

- Provides oversight, direction, coaching and supervision to ensure clarity in expectations and successful performance.
- Collaborates with the appropriate Development Team members to ensure volunteers and interns are effectively engaged, on-boarded, managed and recognized for their work.
- Conducts regular supervision meetings with interns.
- Evaluates interns in accordance with educational program requirements for each intern.

General Responsibilities: 5%

- Maintains agency forms as required.
- Adheres to agency policies and work rules, including strict adherence to DAIS confidentiality policies and code of ethics.
- Attends trainings and continuing education activities as assigned.
- Provides cross-departmental and/or cross-functional support and services as needed or requested to ensure organizational needs are met; participates in related cross-training to ensure consistency and continuity of services and tasks.
- Promotes an atmosphere of extraordinary customer service.
- Displays a positive attitude and dedication in completing the work to be done.
- Performs other duties as assigned.

Work Environment and Physical Demands

- Work is primarily performed in an office setting and requires the ability to routinely use standard office equipment such as computers, phones, photocopiers, fax machines and filing cabinets.
- Occasionally requires the ability to sit or stand for extended periods of time, and to move about and position self efficiently.
- Requires the ability to adjust vision and focus to review documents and spreadsheets.
- Occasionally requires the ability to move or transport supplies or equipment weighing up to 20 pounds unassisted, while ascending or descending stairs.

Other Requirements:

- Attend DAIS New Advocate Core training program.
- Satisfactory Criminal Background Check.
- Possess and maintain a valid driver's license and proof of vehicle insurance, and access to a vehicle during work hours.
- Obtain or maintain account with a financial institution for direct deposit of paychecks.

Acknowledgement:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The employee's signature below constitutes the employee's understandings of the requirements, functions, and duties of the position.

Employee Name (please print): _____

Employee Signature: _____ Date: _____