



ALLIANCE

Regional Development
Coordinator
Position Description

Position Title – Regional Development Coordinator

Employment Classification – Regular, full-time

Application Deadline – Friday, June 22, 2018

This position will serve and assist with the asset development, communications, and programming functions of the Posey, Vanderburgh, and Warrick County Community Foundations, 3 of the 9 affiliate county foundations of the regional Community Foundation Alliance (CFA). The Regional Development Coordinator will work with staff, Advisory Boards and committees of each Foundation, as well as with volunteers, county donors and fund founders, and the public. This position reports directly to the Regional Director of Development. There will be frequent and regular travel between counties, and reliable personal transportation is required. *It is important to note that this job description is subject to change as deemed necessary by the Executive Director of the CFA for effective pursuit and achievement of county Foundations' mission and strategic plan.*

Duties of the Position

Annual Giving

- Assist with implementation of annual giving program, including outreach by email, by phone, and at face-to-face meetings with donors, fund founders, and the public, to increase participation rates, including for membership programs (Women's and Men's Funds), giving societies, special events, and Foundation and corporate solicitations.
- Collaborate with Regional Director of Development and members of County Advisory Boards and fundraising/event committees to meet annual revenue goals.
- In collaboration with Communications staff, create annual giving educational, solicitation, and recognition materials, both hard copy and online.
- In collaboration with development and communications staff, develop new programs and other initiatives in support of annual fundraising activities.
- Support, expand, and enhance donor relationships through good stewardship practices.

Staff and Volunteer Planning:

- Expand fundraising volunteer base for each county; recruit, train, direct, and supervise these volunteers.
- Attend advisory board meetings of the Foundations and, as appropriate and assigned, county committee meetings.
- Work collaboratively with other staff teams.

Technical and Administrative:

- Ensure accurate and up-to-date recordkeeping of new gifts and prospects.
- Process and electronically deposit gifts in a timely manner.
- As assigned and according to established policies and procedures of the CFA, schedule meetings and prepare materials to support the Community Foundations.
- Assist in the collection of data for various projects and publications.
- Keep inventory and maintain needed supplies for county offices; prepare and submit supply orders, payment invoices, and reports accordingly.
- Schedule and coordinate donor and prospect meetings and events for the Regional Director of Development.

Job Qualifications and Requirements

- Minimum: Bachelor's Degree or equivalent professional work experience.
- Excellent verbal, written, and interpersonal communication skills.
- Excellent organizational and time-management skills.
- Ability to multi-task and adjust work schedule to meet deadlines and emerging needs.
- Ability to work with diverse groups of people.
- Ability to effectively work both independently and with a team.
- Ability to maintain confidentiality.
- Proficient knowledge of computers and ability to learn and use a variety of software.
- Working knowledge of Microsoft Office products, in particular Word, PowerPoint, and Excel, including experience preparing mail merge documents.
- Professional demeanor and appearance.
- Interest in improving the quality of life in southwestern Indiana.
- Positive, can-do attitude and ability to focus work on meeting or exceeding goals.
- Ability to work collaboratively and with accountability
- Capacity to generate new ideas and act creatively and strategically.
- Available for some evening meetings.

Salary and Benefits

- Compensation commensurate with salary standards and work experience

It is the Community Foundation Alliance's policy that, as required by law, equal employment opportunities be available to all persons without regard to race, sex, age, color, religion, national origin, marital status, sexual orientation, disability, citizenship status, genetic information, veteran status, or any other category protected under state or local law.

How To Apply

No calls, please. Email cover letter and resume, to be received electronically no later than Friday, June 22, 2018, to Jill Carpenter, Executive Director, Community Foundation Alliance, Inc. at:

jcarpenter@communityfoundationalliance.org