

Development Coordinator Job Description

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| Title: Development Coordinator | Reports to: VP of Community Mobilization |
| Job Status: Full-Time, Salaried, Exempt | Supervises: None |
| Salary: $52,000/annual | Effective Date: 11/1/23 |

Position Summary:

The Development Coordinator provides donor stewardship and relationship building by way of administrative support to the Development and Executive Teams. The position plays a key role in the success of the Development team achieving revenue goals and retaining and strengthening donor relationships.

While this position is currently remote, the final candidate’s primary residence must be within the state of Arizona.

Responsibilities & Essential Duties

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| **We Invest:** Cultivation of Donor Data |
| Oversee WFSA’s donor database to support donor relationships with accurate donor history | Time: 40% |
| 1. Maintain integrity of WFSA donor database.
2. Process gifts and produce acknowledgement letters in a timely manner.
3. Update donor records as needed.
4. Maintain accurate records for Donor Advised Funds, Endowment and Board Restricted Funds (within Funraise and on WFSA server).
5. Manage Custodial Fund accounts: process new members, contributions, and timely thank you notes, sponsorship thank you notes, and Funraise/eTap administrative needs.  Prepare disbursement requests for accounting department processing. Act as Staff Liaison with Custodial Fund Organization Reps.
6. Work in conjunction with Accounting Department to ensure donor database and contribution receipts are in alignment.
7. Manage sponsorship invoice generation and tracking for WFSA signature events (event planning and execution run December – April).
8. Varied support tasks associated with WFSA signature events related to the Funraise database event management system.
9. Manage production of mailing lists and reports to support annual mailings, appeals, and event correspondence.
10. Support development team to execute a comprehensive Fund Development plan, including maintaining an annual calendar of fundraising activities and fundraising resources needed to execute each strategy.
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| **We Research:** Cultivation of Data |
| Utilize the data to inform best-practice philanthropic activities | Time: 10% |
| 1. Run donor list/queries and report as requested.
2. Identify and prioritize prospects for cultivation and solicitation for Development Team.
3. Identify and prioritize prospects when additional cultivation is needed (i.e., lapsed donors, new donors, donor anniversaries, etc.).
4. Oversee data collection, management and analysis and present information in a manner that is easily understood and communicated to Development Team.
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| **We Advocate:** Be a Liaison |
| Provide customer service and stewardship to WFSA donor base and prospects. | Time: 25% |
| 1. Varied stewardship tasks with current donors.
2. Provide stellar customer service for donors contacting WFSA with questions and/or concerns regarding their investment.
3. Provide administrative support for the Vice President of Community Mobilization in achieving department revenue goals.
4. Provide administrative support for the development team.
5. Provide administrative support for the Finance Team as it pertains to donor information.
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| **We Innovate:** Create Solutions |
| Create new strategies aligned with WFSA’s mission, vision, and values to strengthen relationships with donors and the community  | Time: 10% |
| 1. Review and update existing acknowledgement letters on a quarterly basis.
2. Customize acknowledgement letters for donors based on knowledge of relationship and giving history.
3. Support WFSA’s focus on community centric strategies for welcoming new donors, monthly donors, and other stewardship and cultivation activities.
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| **We are WFSA:** Being a WFSA team member |
| Be an active, contributing WFSA team member | Time: 10% |
| 1. Champion a culture of teamwork, continuous learning and improvement while upholding the values of the organization.
2. Participate in WFSA initiatives that support the overall mission and vision of WFSA’s strategic priorities.
3. Participate in WFSA’s culture of philanthropy prioritizing community centered fundraising strategies with the support of the Development Team.
4. Attend monthly staff meetings, annual staff retreat, annual Board retreat, and other occasional in-person and virtual meetings as directed.
5. Attend WFSA events, community events, and/or partnership events as requested.
6. Prepare and present development and fundraising updates pertaining to the roles and responsibilities of this position as requested.
7. Cultivate relationships across the community to provide new opportunities for WFSA by joining nonprofit or school boards, state commissions or committees, chambers of commerce, etc.
8. Attend and participate in required trainings as directed by WFSA leadership.
9. Complete and participate in Growth & Opportunity Workbook process.
10. Travel throughout the state when required.
11. Comply and follow WFSA policies & procedures.
12. Perform other duties as assigned by supervisor.
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| **Competencies** |
| 1. Strong attention to detail, particularly when working between Development and Finance activities.
2. Demonstrated ability to build collaborations with communities and teams.
3. Leadership and organizational skills with an entrepreneurial spirit.
4. Proven ability to be a self-starter and take initiative.
5. Adept at working in a remote work environment.
6. Mission focused and results driven individual with analytical capacity.
7. Quantitative and logic skills; ability to budget and forecast with accuracy. handle complex and complicated business issues in a timely matter.
8. Sense of humor and collaborative spirit required.
9. Personal qualities of integrity, credibility and dedication to the mission of WFSA.
10. Strong desire to work in a non‐profit setting and to have an impact on the lives of women and girls of all identities.
11. A demonstrated commitment to diversity, equity, access and inclusion; willingness to work alongside colleagues to build an anti-white supremacy organizational culture.
12. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
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| **Qualifications & Skills** |
| 1. Bachelor's degree and/or 1+ years’ experience in Development.
2. Excellent customer service and relationship skills; ability to interact effectively and empathetically and build rapport with people from a wide variety of backgrounds.
3. Expertise in donor database software (preferably Funraise and eTap) is essential.
4. Proficient in Microsoft Office especially Excel, Word, and Outlook as well as digital platforms including Zoom, Microsoft 365, and Microsoft Teams.
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| **Physical Requirements** |
| 1. Ability to travel between multiple locations for meetings or appointments.
2. Ability to effectively communicate with others by talking and/or hearing to exchange information.
3. Ability to work from a home office and work on a computer for long periods of time (up to 8 hours per day) while completing your essential duties.
4. Ability to respond quickly and effectively to directions.
5. Ability to use hands to finger, handle or feel; and reach with hands and arms.
6. May be required to lift to 10 lbs.
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I have reviewed this job description and understand all the requirements, responsibilities and essential duties of this position. I am able to perform the job as outlined.

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| Employee Name: | Supervisor Name: |
| Employee Signature: | Supervisor Signature: |
| Date: | Date: |