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Job Description

Position: Development Coordinator

Revised: 3/26/19

Reports To: Executive Director

Employment Status: Full-Time (Exempt)

Part Time (non-exempt)

POSITION OBJECTIVES AND PURPOSE

The Development Coordinator will work with the HERO Team to live HERO's values of teamwork, integrity, respect, and relationships. Specifically, the position will work with the team to develop and execute HERO's fundraising strategy to ensure sustainability of the HERO mission.

ESSENTIAL FUNCTIONS

1) Fundraising Strategy

Work with Leadership and Development Committee team to develop and execute HERO's fundraising strategy including individual donors, business contributions, grants, and fundraising events.

Successful major gifts and planned giving programs. Identify, cultivate, solicit and provide stewardship to major planned gift donors.

Work with Leadership team to coordinate how development activities support and contribute to other areas of the organization as well as what needed from other areas to support development.

Integral part of the event team to coordinate and support planning and execution of HERO events quarterly including HERO Bash, 40k/40Days, and Giving Hearts Day.

Research and implement best practice fundraising approaches.

2) Donor cultivation and retention plan including

Create and execute processes for acquiring new donors and support sources

Relationship building, along with ED and board members with major donors and key business relationships to include personal face to face meetings and other communication.

Active gift acknowledgement program

Ability to maintain and utilize donor database software to full potential.

3) Grants/funding sources

Identify, edit and write grant/funding proposals and reports

4) Other

Schedule and coordinate development committee meetings, record and publish minutes.

Work with communications to coordinate messaging as part of fundraising and communications strategies.

Organize applicable reports, publications, and fundraising or donor related materials

Ability to work independently in a retail setting, while providing excellent customer service when needed.

Ability to communicate effectively in a positive manner in large and small settings, and in writing.

Ability to be a team player. To drive HERO forward, we need people who are willing to put the needs of HERO first.

The preceding statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

MINIMUM QUALIFICATIONS

One to two years of professional experience with fundraising, business development, customer service, or experience preferred.

EXPERIENCE AND SKILLS REQUIRED

Related business experience which includes;

Drive for improvement.

Working knowledge of nonprofit organizations, office practices and procedures.

Ability to work independently, while exercising discretion and good judgment.

Ability to establish and maintain effective working relationships with others.

Proficient in use of technology and software.

Self-motivated, positive attitude, curiosity, flexible, collaborative and proactive.

The preceding qualifications are guidelines. Other combinations of educational and experience could provide the necessary knowledge, skills and ability to perform this job.

WORKING CONDITIONS AND ENVIRONMENT

The position works primarily in an office environment.

The individual may encounter moderate emotional strain or tension. There is sustained exposure to public contact

Must be able to remain in a stationary position 50%

The person in this position needs to occasionally move about inside the office access file cabinets, office machinery, etc. Occasionally actions to climb a ladder/stool, stoop, kneel, crouch, or crawl.

Frequently operates a computer and other office productivity machinery such as a calculator, copy machine and computer printer.

The person in this position frequently communicates with donors, volunteers, coworkers, and clients. Must be able to exchange accurate information in these situations.

Occasionally moves equipment weighing up to 50 pounds for various organization event needs.

This position may travel/work offsite up to 50% of their time to meet donors or do presentations at service groups, education groups or other events in the Fargo/Moorhead area. A valid driver's license and ability to travel in a car to and from appointments is necessary. Occasional night/weekend travel or travel outside of Fargo/Moorhead area may be required.

COMPENSATION

Compensation to be determined based upon qualifications.

Full time employees receive vacation time, sick time, retirement, and employee assistance program provided, as well as flexible schedule.