



### **Development and Office Coordinator**

Reports to: Manager of Operations and Human Resources, Development or Advancement Director

#### **Key Responsibilities: Development Coordinator**

- Research potential funders (as assigned), including reviewing fit, identifying guidelines and updating deadline, and attachments information
  - Work with managers and director to identify grant arguments for assignment sheets, distributed to writers
- Process all funding updates; receive and input donation information (including contact info and date of receipt) in client calendars and funding report spreadsheets
- Generate acknowledgments for all gifts to corporate/foundation donors
- Perform regular maintenance in client database(s); including updating donor records (contact information, deadlines, guideline updates) keeping organized paper records for reconciliations, audits and general hard copy history
- Work with Directors and Development Managers to ensure accurate and timely funding reports
- Work with Directors and Development Managers to assign and track grants
- Generate grant calendar reports to monitor ongoing work plans and grant writing assignments; prepare monthly fundraising/development and activity reports for clients
  - Zip file and report to clients at the close of each month
- Subscribe to key list serves and provide weekly updates to President (CYF-Listserv; State Register; grants.gov RSS feed)
- Grant editing as needed
- Outreach to funders – calls and emails – and updates to client calendars/schedules
- Prepare attachments to grant proposals, 2<sup>nd</sup> signer process
- Prospect Research – grant funders and individuals
- Prepare assignment sheets when needed
- Funder Database management and clean up (Access, Sales Force, E-Tapestry, Raisers Edge)
- Funder Database training for client staff
  - Setting up report ques
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#### **Key Responsibilities: Office Coordinator**

- Receives and distributes communications, collecting and mailing correspondences, copying information.
- Respectfully answers phone calls and front door, schedules meetings and orders food and beverages for client and employee functions.
- Maintains supplies by checking stock to determine inventory levels, anticipates requirements, verifying receipt and placing items away.
- Maintains office-staffing schedule.
- Runs errands as needed.
- Filing and data entry, paying close attention to detail.
- Helping schedule interviews, corresponding with candidates, and organizing employee orientation.



- Weekly payroll and time tracking; distribute time tracking spreadsheets and billable summaries, answer employee questions, track employee attendance.
  - Analyze client billable time
- Assist with Client invoicing and tracking billable time by month
- Assist in tracking client and employee expenses, reconciling credit cards.
- Analyze employee administrative and billable time
  - Prepare Reports
  - Track time
- Manage multiple client grant calendars

**Key Responsibilities: Other**

- Assist as needed with implementation of client fundraising and events
- Take on additional tasks as business needs arise
- Take direction and support multiple leaders
- Assist with events
  - Support
  - Registration
  - Name tags

**Experience/Qualifications**

- Bachelor's degree or equivalent work experience
- Development experience working with nonprofit organization(s); private and public sector, grant writing/fundraising experience preferred
- Self-starter with strong attention to detail, problem solving skills, and demonstrated ability to be flexible in work assignments
- Proven organizational skills including the ability to multi-task, prioritize assignments, maintain data maintenance systems, and meet multiple deadlines
- Excellent writing/editing/drafting skills, research and information compilation skills
- Excellent interpersonal communication skills, demonstrated ability to work independently as well as with teams
- Strong attention to detail
- Excellent computer skills: Microsoft Office Suite