



DEVELOPMENT COORDINATOR JOB ANNOUNCEMENT

Job Title	Development Coordinator	Department	Administration
FLSA Status	Full-time, Non-Exempt	Reports To	Executive Director

Position Summary

The Development Coordinator is responsible for supporting the Executive Director and Leadership Team in the duties associated with all fundraising and communication efforts that advance CFC's fundraising goals. They are responsible for planning, implementing, and monitoring CFC's fund development activities including donor database management, grant writing and reporting, event support, donor outreach, and stewardship.

Key Responsibilities

- Support CFC Leadership and Board in the development and implementation of CFC fund development strategy.
- Provide administrative support to the Fund Development Committee.
- Monitor fund development plan activities and track progress towards fundraising targets.
- Coordinate and support all aspects of the planning and implementation of fund development activities, including Annual Appeal, Giving Tuesday, Holiday Angels, Annual Fundraising Event (Betsy Awards), and donor appreciation and cultivation events.
- Manage donor database and perform related activities, such as tracking pledges and sponsorships, coordinating receipt of donations with Fiscal Department, preparing acknowledgement letters, and providing monthly status reports.
- Research, write, and submit grant proposals, letters of intent, grant reports, and other materials or correspondence needed to support fundraising goals.
- Organize, attend, and present to corporations and business associations to cultivate Board members, donors, and funders.
- Create and edit content for email, newsletter, website, and social media that support fundraising goals.
- Assist with general oversight and maintenance of CFC website content and donor forms.
- Participate in agency meetings, trainings, and committees, as requested.
- Perform other duties as assigned.

Knowledge & Skills Required

- Bachelor of Arts degree in Liberal Arts, English, Marketing, Communication, or related field.
- Minimum of 5 years' direct experience implementing successful fundraising campaigns.
- Prior experience in grant writing and event planning desired.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook, Teams); comfort using Zoom or other video conferencing platforms required.
- Prior experience using DonorPerfect or similar donor database desired.
- Basic graphic design knowledge, using Canva or similar program, a plus.
- Social media savvy.
- Well-organized and able to self-manage competing priorities.
- Demonstrated experience successfully planning and managing a portfolio that includes multiple projects and deliverables.
- Excellent oral and written communication skills with exceptional attention to detail and accuracy for various audiences.



- Well-organized and able to self-manage competing priorities.
- Ability to exercise discretion, maintain confidentiality, and practice good judgment at all times.
- Excellent interpersonal skills, flexible and collaborative; ability to work effectively with all levels of staff, supporters, and community members.
- Passion to support the mission and goals of Connections for Children.

Working Conditions

1. Typical of an office environment.
2. Must have reliable transportation to regularly attend off-site meetings, trainings, and other work-related events.
3. Ability to work flexible days, as work may include occasional evenings and weekends.
4. Eligible for hybrid/telework schedule upon completion of introductory period.
5. Must comply with agency health and safety protocols, including vaccination policy.

Compensation and Benefits

Salary Range is \$23-28/hour, depending on experience. Salary based on 35-hour workweek. Eligible for performance-based incentive. Competitive benefits package consisting of health, dental, vision, life insurance, 401k employer contribution, paid sick leave, paid time off (PTO), holidays, and a hybrid telework work option (after 90-day introductory probation.)

We are an Equal Opportunity Employer.

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