



Donor Engagement Coordinator

Title:	Donor Engagement Coordinator
Reports to:	Director of Donor Engagement
Classification:	Regular Full-time
Travel:	Up to 15%

JOB DESCRIPTION

Summary/Objective:

The Donor Engagement Coordinator will join the Development team to support the development and implementation of a best-in-class national donor engagement strategy that will grow and retain year-over-year financial support for NBCF's mission of Helping Women Now. This individual will provide positive customer experiences and work to build, grow and maintain donor relationships with a focus on grants and institutional giving opportunities.

Essential Functions:

- Identifies, researches, and prepares grant applications and reports in collaboration with the Program team and the Director of Donor Engagement
- Manages the grants pipeline to ensure deadlines are met for applications and reporting for all proposal driven financial support
- Oversees and maintains federated giving programs, employee giving, matching gifts and other institutional giving initiatives within Donor Engagement
- Develops new external relationships while maintaining positive relationships with existing funders, donors, and other stakeholders
- Maintains and captures donor information to ensure that all donors are stewarded and tracked properly
- Contributes to the planning and execution of the Donor Engagement team's annual strategic plan and ongoing stewardship initiatives
- Assists with the day-to-day operations including updating donor records in Salesforce, providing timely and friendly responses and communications to donors, and working closely with the team to ensure the grants and moves management process runs smoothly
- Collaborates with other departments internally to support the mission and organizational goals

Competencies Required:

Competency	Description
All Employees	
Communication	Skilled at communicating up, down, sideways, all around...expresses oneself clearly with written, oral, and interpersonal communication.
Problem Solving	Uses logic, with the end result in mind, to tackle a problem swiftly and come up with a plan to solve it.
Initiative	Identifies what needs to be done before being asked or before the situation requires it.
Results Oriented	Sets challenging goals, understands what resources need to be involved to achieve results, and meets or exceeds goals.

Competency	Description
Team Player	Offers support for others' ideas and proposals; seeks opportunities to serve and jump in when needed; gives honest and constructive feedback.
Job Skill	Demonstrates depth of a knowledge and skill in a technical area related to their job.

Qualifications:

- Team player, willing to help and support other employees and departments, engage in staff events, and demonstrate company values
- Bachelors Degree
- 2+ years of non-profit development experience, grant writing, annual/individual giving experience preferred
- Exceptional organization skills, attention to detail, and the ability to define and set priorities
- Excellent written and verbal communication skill
- Ability to build and maintain positive relationships with a large variety of personalities
- Proficient in Microsoft Office Suite
- Experience working with a CRM, Salesforce experience preferred
- Non-profit experience, volunteering, or strong community involvement a plus

Physical Demands and Work Environment:

- Regular and consistent attendance in company office
- Occasional attendance in company office
- Safe office space, including internet access and a proper desk and chair required
- Domestic travel up to 15%
- Occasional evening and weekend attendance at local, offsite events
- Continually required to sit, stand, and/or walk
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items less than 25 pounds/ up to 25 pounds/ up to 50 pounds/ more than 50 pounds

To apply please send cover letter and resume to HR@nbcf.org.