



Donor Engagement Coordinator

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| Title: | Donor Engagement Coordinator |
| Reports to: | Director of Donor Engagement |
| Classification: | Regular Full-time, Non-Exempt |
| Travel: | Up to 15% |
| Last Revised: | July 2021 |

JOB DESCRIPTION

Summary/Objective:

The Donor Engagement Coordinator will assist with planning, coordinating, and implementing the annual giving program. This individual will work closely with leadership to manage the prospect and moves management process. The Donor Engagement Coordinator provides a positive, custom experience for donors while growing strong, prospective relationships.

Essential Functions:

- Assists in developing and managing a national strategy to retain and grow individual giving through a host of channels including sustained giving, direct mail, email, and face-to-face solicitations
- Manages a portfolio of prospects and donors consisting of high-net-worth individuals, annual donors up to \$10,000, and foundations with the expectation to grow results year-over-year in dollars raised
- Identifies, researches, and assists in grants application and preparation
- Represents the organization at local and national events
- Researches and prepares prospect and donor profiles and strategic briefings for leadership
- Assists with the day-to-day operations including updating donor records in SalesForce, providing timely and friendly responses and communication to donors, and working closely with the team to ensure the stewardship process runs smoothly

Competencies Required:

| Competency | Description |
|-------------------|---|
| 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. |
| 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
- Four-year Bachelor's degree or equivalent experience required
- Minimum 3 years of fundraising experience, preferably in annual fund development
- Proficient in Microsoft Office Suite
- Exceptional organizational skills, attention to detail, and ability to define and set priorities
- Excellent written and verbal communication skills, including presentation skills
- Strong interpersonal skills; Ability to maintain positive relationships with a variety of personalities
- Salesforce and DonorSearch experience preferred
- Non-profit experience, volunteering, or strong community involvement a plus

Physical Demands and Work Environment:

- 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
- Frequently 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

Application Instructions: To apply, visit the [LinkedIn Job Posting](#). Or send your resume and cover letter to hr@nbcf.org.