Job Title: Development Coordinator (Part-time)

Reports to: Executive Director

The Development Coordinator is responsible for envisioning and managing Baltimore Woods fundraising efforts, including; it's award-winning *Nature in the City* program, annual giving, fundraising events, grants, and donor stewardship while creating and fostering positive relationships with the community, resulting in a financially sound organization.

#### **Primary Functions**

### Fund Development and Donor Recognition

- 1. Identify, pursue, acquire and cultivate sponsorships for Baltimore Woods *Nature in the City* program. a. Monitor donor history
  - b. Work with the Executive Director to identify and foster collaborative relationships
- 2. Develop and implement an innovative and effective fundraising plan
  - a. Ensure the plan is documented in the form of a standard operating procedure and presented to Executive Director for approval of new or significant changes.
  - b. Ensure an effective balance and variety of funding sources including grants, in-kind donations, fundraising events, and other gifts.
- 3. Monitor and manage the online giving program.
- 4. Monitor & manage the Mother's Day Garden Tour, Plantasia event & other fundraisers for the organization.
- 5. Manage the annual appeal, including consistently expanding the base of individual donors.
- 6. Continually review, update and implement the gift acceptance policy to ensure it fosters a culture of gratitude.
- 7. Create, document, implement and manage an effective cycle of giving.
- 8. Create a donor recognition program that will encourage continued and regular donations resulting in Baltimore Woods donors feeling appreciated and valued.
- 9. Identify and engage prospect research sources to ensure effective wealth screening.

### Administrative and Miscellaneous

- 1. Work with the Executive Director to create the fundraising budget.
- a. Manage and monitor fundraising budget, being prepared to explain variances.
- 2. With Baltimore Woods marketing coordinator, create and disseminate an annual report
- 3. Create and implement a direct mail campaign.
- 4. Attend and actively participate in staff meetings.
- 5. Analyze monthly and historical receipts.
  - a. Create monthly report summarizing corporate sponsorships and grants
- 6. Attend training and/or educational sessions, webinars, reading, and/or do the research necessary to be able to learn and apply effective fundraising techniques.
- 7. Perform any other duties as assigned or necessary to complete job responsibilities. This could include filling in at the front desk, giving tours, attending community events and/or anything else necessary to carry out the mission of Baltimore Woods.

# **Education and Experience**

- Bachelor's degree from a four-year college or university
- A minimum of 1 year successfully raising \$20,000 + for non-profits
- Must be familiar with the Central New York community and willing to form solid networking relationships.
- Ability to travel locally using own transportation.

### Skills, Knowledge, and Abilities Needed to Perform Effectively in the Position

- Excellent interpersonal and communications skills.
- Organizational, time management, and recordkeeping ability.
- Ability to concurrently coordinate multiple projects and assignments.
- Basic to advanced technical skills including Microsoft Office products and databases.
- Ability to operate equipment such as camera, audio visual, and some facilities equipment.
- Position may increase from part-time to full-time

# Job-related Physical Abilities needed in order to perform the job in a satisfactory manner

- Ability to be mobile enough to traverse Baltimore Woods property and travel locally.
- Speaking and hearing ability sufficient to communicate with individuals and crowds.
- May be required to stand for long periods of time.
- The ability to use a monitor and keyboard frequently.

### Expectations

- Adheres to the policies and procedures outlined in Baltimore Woods employee handbook
- Promotes teamwork with coworkers
- Meets or exceeds expected performance standards, including consistently reporting to work on time prepared to perform the duties of the position.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.