

 <p>POWERFUL WOMEN OF PRAISE POLICY & PROCEDURES MANUAL</p>	<p>EFFECTIVE</p> <p>11/06/09</p>	<p>REVISED</p>	<p>POLICY NO.</p> <p>3.4</p>
<p>Chapter</p> <p>Human Resources</p>	<p>Subject</p> <p>Job Classification: Fund & Gifts Development Coordinator (Leadership Team)</p>		

Job Description

The Fund and Gifts Development Coordinator is responsible for all fundraising initiatives and charitable efforts of the organization. The Fund and Gifts Development Coordinator is directly responsible for the development and implementation of the annual giving and gifting plan including cultivating and maintaining relationships with new and existing donors and supporters, developing and building a scholarship program and researching and writing grant proposals providing evaluation reports as required. The coordinator is also responsible for managing the Garage-A-Thon, and any other fundraising activities. As a member of the leadership team, the Coordinator of Fund & Gifts Development participates in strategic planning and budgeting initiatives in addition to problem solving.

Compensation

This is currently a volunteer position, no compensation will be provided.

Reports to:

Executive Director

Qualifications:

Character:

- Passionate about the accomplishment of the organization's goals as demonstrated by regular involvement in meetings, events, and activities.
- Maintains a reputation for integrity in professional and personal dealings.
- Willing to dedicate the time required to ensure that the organization meets its goals.

Experience:

- Previous experience in and/or knowledge of fundraising.
- Leadership role in a non-profit organization, ministry, or women's group.
- Familiarity with local agencies and community leaders.

Spiritual

- A personal testimony of a growing and vital relationship to Jesus Christ.
- A love for service and a desire to provide opportunities for women to grow toward maturity in Christ within our membership and out in the community.

Beneficial Spiritual Gifts

Leadership, Giving, Faith, Service, Missionary

Responsibilities

1. Responsible for the development, implementation, management, and evaluation of all activities related to fundraising and scholarships.
2. Remain current on all legislation and ethical practices pertaining to fundraising and scholarships.
3. Responsible for the supervision and management of the fundraising database, Income Manager, ensuring the timely distribution of tax receipts.
4. Compile, maintain and report on the Annual Giving and Gifting Campaign statistics including per donor gift, churn, participation etc.
5. Develops an effective development plan including overall fundraising, in collaboration with the Executive Director, and leadership team.
6. Coordinates the activities of staff to ensure that all development work is effectively planned and implemented
7. Monitors all organizational outreach activities and, in collaboration with appropriate staff, participates in relationship- building, content development, follow-up and reporting
8. Provides timely and accurate analysis of all programs and reports to the Executive Director and the rest of the organization as required
9. Attends regular management team meetings to address organizational issues and collaborates on organizational initiatives as a member of the management team
10. To be responsible for all facets of programming and service development and delivery, from proposal writing (in conjunction with the fund developer), through planning, budgeting, implementation, evaluation and report writing.
11. To establish and maintain all client files and documentation in an appropriate and accountable manner according to established standards.
12. To participate on key board committees as appropriate.
13. To participate actively as an organization representative in collaborative partner networks and in related community activities.
14. Performs other related duties as assigned.

Additional requirements: Possession of a valid California driver's license; willingness to travel throughout the state and nation for trainings, meetings, and conferences; willingness to work extra hours as required. This is a telecommuting position and the individual must have access to a computer with internet access and a phone for teleconferencing.