

## **Northwest Colorado Health Development Coordinator**

### **General Statement of Duties:**

This position is responsible for the overall planning and implementation of resource development coordination for the Agency.

### **Supervision Received:**

Reports to the Director of Marketing and Development.

### **Supervision Exercised:**

None.

### **Essential Functions:**

1. Responsible for the overall coordination of donor management and tracking.
  - Plan and administer all donor tracking and recognition systems including entering and reconciling donations, running and mailing tax letters, adding new constituents, data mining (running and using reports, customizing mailing lists).
  - Works to identify and obtain individual, corporate, and foundation contributions.
  - Assists in preparation and production of all promotional mailings, printed pieces, and web communications, as related to fundraising.
  - Creates and coordinates programs to increase the organization's support base among individuals, corporations, charitable foundations, and additional sources.
  - Research, develop and maintain all aspects of relationship/contact management for key donors, including database management, recognition materials, oral and written communications.
  - Develops and implements stewardship strategies that strengthen long-term relationships with donors
  - Develops and implements donor cultivation strategies.
  
2. Manages the development, processing and monitoring of grants management.
  - Maintains grant schedules.
  - Gathers information to grasp the concept of a project or program for which funding is sought as defined by the person responsible for carrying it out.
  - Researches grant-making organizations and analyzes them to identify likely funding sources for specific projects and programs.
  - Compiles, writes, and edits all grant applications exhibiting strong writing skills and a high-level command of grammar and spelling.
  - Reviews the budget of a project or program for which funding is sought and make recommendations to better present it to grant-making organizations. Assists finance staff with grant expense monitoring and tracking.

- Develops individual grant proposals in accordance with each grant-making organization's preferences and follow exactly each grant-making organization's guidelines.
  - Keeps in contact with grant-making organizations during their review of a submitted grant application in order to be able to supply additional supportive material.
  - Manages the process of supplying progress reports when required by a grant-making organization that has funded a project or program.
3. Assists with Special Events.
- Works with Marketing and Development team to plan and implement annual fundraising plans, special events, and programs.
  - Represents the agency at public events as needed.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

**Education:**

Bachelor's degree in a health related area, business administration, fundraising, marketing or related field preferred.

**Experience:**

Two to five years progressive experience in marketing, fundraising, grant writing and/or program development.

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current immunization history, after job offer and before starting job.

**Skills:**

1. General office skills.
2. Advanced writing skills.
3. Advanced computer skills.

**Knowledge:**

1. Knowledge of marketing and fundraising programs.
2. Thorough understanding of philanthropy and foundation environment.
3. Knowledgeable and skilled in community education, public relations, fund development, grant/proposal writing, and communication principles and practices.

**Abilities:**

1. Must be able to coordinate development needs of the agency.
2. Ability to develop and implement long range plans, business and development plans; and facilitates day to day operations.
4. Provides a positive approach to discerning opportunities for improvement or change, taking advantage of the situations, and functioning as a change agent.
5. Accepts responsibility as an agency team member with agency-wide purview and commitment to effective team functioning and results.

**Equipment:**

1. Daily use of telephone, copier, and other office equipment.

**Working Conditions:**

1. Position is in a well-lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.
2. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this date, I have received the following job description for my present position.

**Signature of Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_