

## POSITION DESCRIPTION

### FUNDRAISING COORDINATOR-VOLUNTEER POSITION

#### 1. POSITION IDENTIFICATION

<b>Title</b>	Fundraising Coordinator Volunteer Position
<b>Functional Area</b>	Executive Director
<b>Reports to</b>	Executive Director
<b>Salary</b>	N/A – Volunteer Position
<b>Employment Status</b>	Flexible, Part Time Position

#### 2. GENERAL DESCRIPTION

The Fundraising Coordinator Volunteer Position is responsible for coordinating fundraising tasks related to the financing of our programs and services, including a comprehensive capital campaign designed to meet a number of funding priorities of the organization. While the short-term focus is on raising funds to meet the ever growing demands for our programs and services, a more long-term focus is on securing funding for legacy projects that will remain in place for as long as they are needed.

#### 3. COMPETENCIES REQUIRED

The following competencies are required for this position:

##### **Core Knowledge Competencies**

Knowledge of:

- Hearing emotionally charged information in a calm and neutral manner, is able to utilize active listening skills
- How to demonstrate confidence and versatility with a wide range of ages, personalities, attitudes and problems
- Maintaining confidential files

##### **Core Skill Competencies**

- Demonstrates safe work practices and exercise discrete judgment
- Reading and writing comprehension and basic mathematical skills
- Actively works toward organizational improvement and professional growth
- Excellent verbal and written communication, facilitation, and oral presentation skills
- Focuses on understanding and meeting the organizations needs
- Outstanding critical reasoning and thinking skills and problem solving skills
- Read, understand, and implement regulatory information
- Customer service, negotiation, research, and problem identification

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- Planning, scheduling, implementation, and monitoring
- Analysis, evaluation, prioritization, and organization
- Creative, innovative, and resource utilization
- Follow through and follow-up and creative time management

#### **Core Abilities**

Ability to:

- Translate observations into objective, clear and concise documentation
- Hear emotionally charged information in a calm and neutral manner; be able to use strong listening skills
- Follow through on team decisions
- Manage stress to ensure professionalism
- Maintain self-initiative, reliability, and resolve problems in a timely manner
- Sensitivity to working with culturally diverse populations

#### **4. QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform essential job functions.

#### **Minimum Education And/Or Experience (Preferred)**

- Bachelor's degree preferred, or equivalent training and experience in fund raising related field to demonstrate fundraising expertise
- Proven success record in fund development
- Demonstrated success in personally building, developing and retaining strong, positive relationships with major public and private sector funders
- Effective oral and written communication and analytical skills
- Demonstrated computer database management skills
- Sound organizational skills; self-motivated; creative
- Ability to establish and maintain effective working relationships with staff members, board of directors, volunteers, and to work well with others in a team situation
- Loyalty to staff team and ability to keep records and information confidential
- Knowledge of brain injury is preferred
- Ability to travel in-state to perform duties as deemed necessary

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#### **Additional Experience Requirements**

- Relevant work experience
- Grant writing experience and success ratio (specify number of grants submitted and overall success ratio for period)
- Success in fundraising (specify amounts raised per project and proximate dates when raised)
- Identify the largest single sum you have personally been involved in securing. Describe your role in obtaining this amount
- Describe your experience with direct solicitation campaigns, including electronic database management
- Describe your experience in organizing and implementing "special project" fundraising efforts
- Describe your success in securing corporate funding (i.e. business and corporate sponsorship funding for projects and events)
- List your membership in professional organizations
- Provide a minimum of three references (contact name and telephone number) for three different organizations you have guided in raising funds during your tenure (or contract) with their organization

#### **Additional Requirements**

While performing these duties the employee is required to perform the following tasks when the need arises

- Lift and/or move up to 25 pounds
- Use hands to handle, and/or feel objects, tools, and controls
- Stand, walk, sit, climb stairs, balance, stoop, kneel, crouch and crawl
- Talk and hear
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Drive a car
- Must not be affected by short term memory problems (without the use of effective memory strategies)
- May have unsupervised contact with children.
- Must be able to provide own transportation

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#### **5. RESPONSIBILITIES AND DUTIES**

- Researches, plans and implements corporate funding strategies (i.e. business & corporate sponsorships for events, festivals and select other projects)
- Researches prospective foundation sources and prepares grant applications as necessary
- Researches prospective major funders and prepares and implements fundraising strategies
- Plans capital campaign strategies, including the establishment of goals, campaign strategies, etc.
- Designs and implements direct mail packages as needed
- Updates comprehensive records of funders, sources of funds, organizations, etc.
- Manages and tracks pledges
- Keeps committees and solicitors organized and updated
- Helps prepare and manage approved annual fundraising budgets and timelines
- Researches and coordinates the development and implementation of select "special project" fundraising activities
- Coordinate efforts with the Director of Public Relations and Marketing
- Performs other related duties as assigned
  
- Provide conflict resolution
- Develop Community Connections with health care facilities
- Expand referral resources
- Market Resource Facilitation Services to health care companies including lawyers, insurance companies, hospitals, etc
- Maintain confidentiality and standards of ethical practice
- Serves as a consultant on brain injury issues for agencies and providers to ensure equal access to services and equitable treatment for all individuals
- Support Group Liaison
- Provide training and outreach to community agencies
- Maintains confidentiality and standards of ethical practice
  
- Train and supervise Resource Facilitator II volunteers
- Create, Instruct, and Coordinate Workshops and Training Sessions
- Adhere to budget and chart of account assignments
- Create Reports based on the following criteria:
  - Type of Resource Facilitation Provided/Requested
  - % of Counties Being Served
  - Demographics of Clients
  - Other Client Statistical Reporting
  - Other Resource Facilitation Reporting