

## **Steam Into History**

### **Position Description**

**Position Title:** Coordinator of Fund Development

**Reports to:** CEO

**Position Overview:** The Coordinator of Fund Development plans, organizes and implements the fundraising program including: research, identification, submission and stewardship of corporate and foundation grants; membership program; annual appeal; stewardship; and donor recognition events.

This is a full-time, salaried 40 hour per week position. Some weekend and holiday work may be required. Incentive program. Clearances required.

#### **Job Responsibilities and Duties:**

- Establish periodic, measurable goals and plan, organize, and implement all programs
- Develop annual, aggressive membership, annual appeal, and corporate and foundation programs
- Work with staff and board to identify and solicit sponsorship prospects
- Plan and organize donor stewardship events
- Prioritize work, establish deadlines and modifying work schedule to meet deadlines

#### **Skills and Position Requirements:**

- Identify and manage a portfolio of 100 entry to mid-level prospects and donors. Includes periodic personal solicitation and stewardship visits per year. Performance targets also include benchmarks for funds raised, proposals developed and submitted, among others
- Highly professional individual who can effectively balance priorities and meet deadlines
- Work independently and manage multiple projects simultaneously
- Excellent writing and verbal communication skills
- Strong planning and organization skills
- Must be proficient in computer skills including: Microsoft Office and Excel
- Must be able to communicate verbally, in writing and via email
- Must be quick to connect to people with a strong service orientation
- Must be a good listener
- Basic understanding of accounting principles
- Ability to be successful in a fast-paced, dynamic, working environment
- Ability to speak, read and understand English
- Must have a valid driver's license

**Education Requirements:**

- Bachelor's degree. Master's degree preferred.
- At least five years of demonstrated success in fundraising, particularly grantsmanship, in a nonprofit organization

**Working Conditions/Physical Requirements:**

The incumbent will work primarily indoors.