



**Non-Profit:** Grand Rapids Opportunities for Women (GROW)

**Job Title:** Coordinator of Fund Development and Volunteer Support

**FLSA:** Exempt

**Reports to:** CEO

### **Coordinator of Fund Development and Volunteer Support**

GROW is seeking a qualified Fund development specialist with a strong background in special events and volunteer support. Responsible for the execution and oversight of core annual fund strategies, including but not limited to corporate sponsorships, annual campaigns, and appeals, fundraising events, individual gift solicitation, grant research and writing and volunteer recruitment/retention. Qualified candidates must be adaptable to working in a constantly changing environment as well as embrace diversity and inclusion. This position requires a high level of organizational skills and the ability to be self-directed. The candidate will be accountable under the supervision of the CEO for successfully implementing the organization's strategic plan in the area of fund development and volunteer support.

#### **Key Responsibilities:**

##### **Fund Development:**

- Assist in developing and implementing an overall fund development strategy
- Conducts or reviews research on prospective donors; develops and recommends approach strategy including setting dollar and/or participation goals
- Meet with current and prospective donors on a continual basis, sharing the need and making the ask
- Responsible for securing new sponsors and income, executing fundraising programs and events, developing relationships
- Oversee timely acknowledgment of gifts
- Build fundraising opportunities through various business development techniques including prospecting, target follow up and new lead generation
- Participate in all fundraising events as requested, provide leadership when needed
- Engage the Board of Directors and volunteer leaders to generate support for all organizational fundraising initiatives

##### **Volunteer Coordinator:**

- Utilizes CRM platform to further moves management strategies in an effort to develop a continuum of engagement for volunteers and donors
- Interview potential volunteers to assess skill sets with needs of organization

- Onboard volunteers for successful orientation
- Identify, lead and coordinate assignments that provide meaningful experiences for volunteers; write position descriptions in consultation with appropriate staff as needed
- Coordinate and support volunteers for Young Professionals Group

**Additional Duties:**

- Works closely with donors and volunteers to develop plans, set and monitor goals, monitor activities, identify and correct problems
- Create, run and analyze reports for the CRM database as necessary
- Maintain existing and build new sponsor and volunteer relationships through effective communication
- Actively recruit diverse individuals from the community, corporate affinity groups, other nonprofits, corporations, etc. for volunteer and donor opportunities
- Perform other duties or special projects as needed

**Competencies:**

**Drive:** Motivated to meet and exceed fundraising goals and quotas. Demonstrate the ability to close the sale.

**Initiative:** Measure self against a standard of excellence. Undertake self-development activities and learn new skills, seek increased responsibilities and ask for help when needed. Demonstrate the ability to work independently and harmoniously with a variety of personalities and leadership styles.

**Communication Skills:** Clearly and persuasively communicate, including public speaking; listen and seek clarification, write clearly and informatively.

**Integrity:** Work well in a rapidly changing environment; treat others with respect and consideration; accept responsibility for own actions. Understand business implications of decisions, align work with strategic goals, complete administrative tasks and develop strategies to achieve organizational goals.

**Flexibility:** Able to multitask in a changing work environment. Handle competing demands and unexpected events. Willingness to change the approach to best fit the situation.

**Dependability:** Follows instructions, takes responsibility for own actions; keeps commitments.

**Requirements:**

- Degree or equivalent working experience
- Experience in carrying out strategic objectives and achieving successful outcomes
- Bilingual/Bicultural in English and Spanish is a plus

- Seven plus years in direct fundraising experience
- Prefer a minimum of 2 to 4 years of experience in special events and volunteer management
- Evidence of successful event, sponsorship, marketing, public relations, and business development/relationship programs required

**Work Schedule & Conditions:**

- Normal work hours are Monday - Thursday, 8:30 AM – 5:00 PM, Friday 8:30 AM - 1:00 PM
- Evening and weekend work is required as directed by the CEO
- Occasional travel during business and non-business hours are required as authorized by the CEO

Salary will be commensurate with experience, benefits to include health, life, and dental insurance, long-term disability, parking, paid time off and a 1 to 1 match simple plan.

**Please send resume along with a cover letter outlining salary requirements**

**HR Department**

**25 Sheldon Blvd SE #210**

**Grand Rapids MI 49503**

**Info2@growbusiness.org**

**Resumes will be accepted until October 12, 2018**