



Job Title: Fund Development Coordinator  
Reports to: Fund Development Lead  
Status: Exempt Grade 8  
Location: Amarillo and/or Lubbock  
Last Update: June 2019

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## **Job Summary**

The Fund Development Coordinator serves as an integral part of the Fund Development Team, focusing on community engagement, fundraising, alumnae relationships and volunteer partnerships. This position supports the fundraising strategies of the Council as it relates to the assigned areas, as well as, serves as the lead staff for United Way agencies in the area and support for fundraising events. Maintenance of the council's volunteer and donor management systems are crucial to the success of this position. The coordinator must be results-oriented, able to handle multiple projects and deadlines simultaneously and effectively enhance work by engaging volunteers.

The Fund Development Coordinator will consistently exercise discretion and judgment with respect to matters of significance. This job is not routine, clerical or administrative in nature

## **Essential Duties and Responsibilities**

1. Work in partnership with Fund Development Lead (FDL) to generate fundraising opportunities for the council in Lubbock and Amarillo.
2. Manage individual, corporate and foundation donor cultivation, solicitation and stewardship for funding general operating, program and capital needs, as assigned by FDL.
3. Work in conjunction with the Grant Writer/Outcomes Coordinator to ensure deadlines are met for area grant solicitations, reports and stewardship opportunities.
4. Serve as lead United Way contact for assigned areas, working with Grants Writer/Outcomes Coordinator for completion of applications and reports as assigned.
5. In partnership with a volunteer team, plan and produce annual fundraising events, including but not limited to sponsorships, budgets, logistics, volunteers and public relations of events.
6. Maintain donor database (Donor Perfect), ensuring timely gift processing.
7. Serve as the lead staff for Community Partner Advisory Committee and Girl Scouts Alumnae Association to engage them in mission related activities.

8. Serve as the local representative, in conjunction with the GS-TOP communications team, for TV/Radio and other marketing/public relations opportunities.
9. Upholds the Donor Bill of Rights and respects the confidentiality of donors, members, alumnae and staff.
10. Ensure the diversity and pluralism are embraced and incorporated into the work of the Council and upholds the Girl Scout Law.
11. Travel is required between Lubbock and Amarillo.
12. May travel to other council service areas as needed.
13. Some nights and weekend work required.
14. Perform other duties as assigned by Fund Development Lead

### **CORE COMPETENCIES**

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|--|----------------------------|
| 1. Interpersonal Relations                     | 10. Conflict Management    |
| 2. Customer Service Responsiveness             | 11. Adaptability           |
| 3. Oral and Written Communication Skills       | 12. Team Building          |
| 4. Personal Integrity and Professional Conduct | 13. Information Management |
| 5. Decision and Judgement                      | 14. Organization Knowledge |
| 6. Accounting Basics and Business Acumen       | 15. Self-Management        |
| 7. Fostering Diversity                         | 16. Achieve results        |
| 8. Judgement and Decision Making               | 17. Time Management        |
| 9. Problem Solving                             |                            |

### **JOB QUALIFICATIONS - - Knowledge, skills and abilities**

1. Bachelor's degree in business, marketing, public relations or five years of experience in related field or a nonprofit preferred
2. Membership in Girl Scout organization.
3. Experience in Donor Perfect is a plus.
4. Knowledge of community needs and funding opportunities in the assigned area.
5. Verbal fluency, good grammar and professional appearance.
6. Effective computer skills (Proficient in Microsoft Office Suite – Outlook, Word, Excel, PowerPoint and Access).
7. Demonstrated experience in database management; Donor Perfect knowledge preferred.
8. Maintains an appropriate level of confidentiality and ability to use discretion in using knowledge of donors and volunteers to uphold the image of Girl Scouts and the ethics and standards of the fundraising profession.
9. Proven ability to work with volunteers, community leaders, organizations, and businesses.

10. Proven ability to effectively manage multiple priorities, meet deadlines and produce results.
11. Proficiency in Microsoft Office Suite including Outlook, Word, Excel and PowerPoint.
12. Have and maintain a valid driver's license in state where employee works/resides, and acceptable driving record, acceptable insurance, and reliable transportation.
13. Must complete and pass a criminal background check.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee should be able to lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

## **CERTIFICATIONS/LICENSES**

None required.

## **EMPLOYEE ACKNOWLEDGEMENT**

I have received a copy of this job description on the date indicated and understand my job duties. I also understand that failure to satisfactorily perform my job duties will result in disciplinary action up to and including termination of my employment.

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Employees' Printed Name & Signature

Date

