



# GROWING KINGS

## Development Coordinator

### Job Description

**Job Title:** Development Coordinator - VISTA

**Job Type:** Full-time

**Department:** Development

**FLSA Status:** Exempt

**Reports To:** Development Director

**Schedule:** 30+ hours per week

**Job Code:** VISTA

**Pay Range:** As Determined by CNS

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### Position Summary

The Development Coordinator is a key leadership team member within Growing Kings. S/he is responsible for managing the development functions of the organization. This function includes the fundraising and communications efforts needed to cultivate, secure, sustain, and grow the financial resources needed to deliver the programs and services that improve life outcomes for underserved male youth throughout Alabama. A focus will be on special events that will enhance the brand awareness and goodwill of Growing Kings, including creating and implementing communications strategies related to marketing and public relations. In this role, s/he is responsible for the implementation of a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support. All of these activities will support in the increase and diversification of Growing Kings' donor base.

### Essential Job Functions and Responsibilities

#### I. Strategy and Vision

- Support a strategic fundraising plan to advance Growing Kings' mission and organizational sustainability.
- Support an integrated strategic communications plan to advance Growing Kings' brand identity, broaden awareness of its programs and priorities, and increase the visibility of its programs across key stakeholder audiences.
- Support the Board Development Committee meetings.

#### II. Grant Research and Tracking

- Track letters of inquiry, grant proposals, applications, and year-end reports for all foundation, governmental, and corporate giving.
- Maintain grants calendar to ensure timely submission and follow-up of all donor-required proposals, reports, and other needed information.
- Oversees management of gift processing and donor acknowledgement, the donor database, and financial reporting.
- Maintaining an accurate and up-to-date master Fund Development calendar for all events, solicitations and grant proposals' due dates.
- Serve as the clearinghouse for a "one ask" policy regarding donors.
- Coordinates all reports for internal and external purposes, including reports on philanthropic giving (e.g. total income, sources of income, types of gifts, commitments), and progress toward organizational goals (e.g. contacts made, solicitations made), as well as benchmark reports.
- Provides basic donor and prospect research as requested by the Development Director.



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## III. Special Events

- Manage and coordinate the organization's signature fundraising events, including Class Reunion (April), King of the Grill (August), and the Donors & Friends Reception (December).
- Organize and facilitate event committees by working closely with the Junior Board and Board of Directors Fundraising Chair to develop a plan-of-action that achieves event objectives.
- Identify and secure corporate sponsorships for all appropriate special events, and provide corporate sponsor fulfillment and other partner obligations.
- Assist in coordinating affiliate social media outputs, specifically fundraising event outreach.
- Prepare sponsorship proposals for corporation and foundation support using current cultivation and solicitation materials.
- Serve as a spokesperson on media interactions that help promote fundraising events.
- Support the development of effective marketing strategies for all fundraising events.
- Maintain oversight and fidelity of all fundraising special events.

## IV. Donor Stewardship and Cultivation

- Implement a stewardship program aimed at cultivating and sustaining deeper ties with existing donors, including through gift recognition programs.
- Coordinating all reports for internal and external purposes, including reports on progress toward organizational goals (e.g. contacts made, solicitations made, etc.), as well benchmark reports.
- Manage prospect research and cultivation initiatives with a special emphasis on pursuing strategies to increase the number of individual donors.
- Meet prospective and existing donors and supporters on a continual basis to establish effective communications open lines of access.

## Skills/Experience

- 2+ years experience in professional fundraising with successively greater responsibility
- Highly motivated, self-starter with the ability to be an energetic and flexible leader.
- Exceptional written, oral, interpersonal and presentation skills and the ability to effectively interface with Board of Directors, donors, partners, volunteers, and staff.
- Extensive successful writing and editing experience (externally focused) with a variety of print and online communications media.
- Experience in grant writing, donor cultivation, and special events management.
- Ability to operate as an effective tactical as well as strategic thinker.

## Qualifications

- Bachelor's degree in English, Journalism, Communications, or related field (required).
- Familiarity with donor tracking systems.
- Comfort with frequent local travel, and 2-3 out-of-state travel projects per year.
- Passion for Growing Kings' mission.