



<b>Job Title:</b>	Development Coordinator
<b>FLSA Status:</b>	Full time; Non-Exempt
<b>Date:</b>	March 2021
<b>Reports to:</b>	Vice President of Development
<b>Salary Grade</b>	<b>9</b>

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## **ORGANIZATIONAL MISSION**

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaboration on community issues.

## **PRIMARY PURPOSE OF JOB**

The Development Coordinator is responsible for providing administrative assistance to the Development and Affiliate Departments in alignment with Community Foundation of the Ozarks' (CFO) mission, vision and values.

## **ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS**

- Work with the Development and Affiliate departments to carry out development strategies and activities.
- Assist with new fund development, including writing fund agreements, tracking new funds and managing the workflow process to a fully executed fund agreement.
- Carry out multi-step workflow process for "donor-advised" grants and nonprofit agency distributions as related to the development department, including accompanying cover letters.
- Customize template cover letters for the grants related to affiliate community grantmaking.
- Assist in the affiliate department's grantmaking administrative and entry process to serve as a back-up for the Director of Regional Engagement.
- Assist with generating database reports for affiliate community foundations, agency nonprofit partners and donors as needed.
- Write letters to acknowledge in-kind donations as needed.
- Assist with necessary information, mailing and correspondence for the Professional Advisors Council, Ozarks Charitable Real Estate Foundation, donor and agency education events and other development- and affiliate-related activities.
- Forward thank-you letters from grant recipients to donor advisors who recommended grants.
- Send courtesy gift letters to donors weekly.
- Manage matching gifts from corporate donors in partnership with Finance Department.
- Assist with general CFO events as requested.
- Assist Vice President of Development with scheduling and correspondence as requested.
- Assist with general CFO phone answering coverage as needed.
- Perform other duties and responsibilities, as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficiency with Microsoft Office Suite software; strong working knowledge of Word and Excel and familiarity with PowerPoint.
- Technical capacity to learn and understand database systems.
- Excellent customer service skills.
- Strong time management skills.
- Highly accurate and meticulous in recordkeeping.

- Ability to work cross functionally across departments with strong communication skills.
- Strong grammar and proofreading skills.
- Proficient with online office technology services, such as shared collaboration and document storage spaces, form builders, schedule-management programs, e-mail managers, e-commerce, password keepers, and willingness to explore, learn and adopt web-based office technology.
- Ability to work occasional early mornings or evenings and telecommute from home as necessary.

## CFO VISION STATEMENT

**Integrity:** *Stewardship you can trust.*

**Respect:** *Relationships matter.*

**Leadership:** *Collaboration creates solutions.*

**Vision:** *Our focus is forever.*

## DEVELOPMENT DEPARTMENT CORE COMPETENCIES

**Adaptability** - *We maintain effectiveness when experiencing changes in work responsibilities or environment; adjusting effectively to work within new work structures and processes.*

**Building Partnerships** – *We identify opportunities and take action to build quality relationships between our grant and scholarship recipients, our donors, and our colleagues to ensure quality programming.*

**Planning and Organizing** – *We establish a course of action for self and others to ensure that work is completed efficiently. We develop timelines and maintain order in program processes and ensure we reach our milestones.*

**Contributing to Team Success** – *Actively participating as a member of a team to move the team toward the completion of goals.*

## EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- High school diploma or equivalent required.
- Bachelor's degree in development, nonprofit management, marketing, communication, business or other relevant field preferred.
- At least one year of prior experience in office administration, customer service/relations, event planning or related field preferred.
- Must possess a valid driver's license and have a good driving record.

## PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to see to read documents/reports and use computer.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
<b>Sitting:</b> Must be able to sit for long periods of time.			X	
<b>Standing/Walking:</b> Must be able to move about the work area.		X		

<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items off the floor.	X			
<b>Lifting/Pulling/Pushing:</b> Must be able to lift 20 pounds with or without reasonable assistance.	X			
<b>Grasping/Feeling:</b> Must be able to type, handle documents, and use equipment and electronic devices.				X

## WORKING CONDITIONS

The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise.

*The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

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Employee Signature

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Date