

DEVELOPMENT COORDINATOR (Nonprofit)
JOB DESCRIPTION



The The Dock Ellis Foundation seeks a Development Coordinator ready help end human trafficking in minority communities.

Position Summary

Under the direction of the Director of Operations, the Development Coordinator will work as part of the operations team for our evolving organization independent 501(c)3. The Development Coordinator will collaborate with staff and grant writer to help execute fundraising strategies with foundations, government, and individual donors. The ideal candidate is committed to social justice and has passionate to see change in minority communities, we don't want to forget love for sports!

Duties and Responsibilities:

- The Development Coordinator will support the design, implementation, and administration of fundraising plans for The Dock Ellis Foundation Inc.
- Assist the grant writer with authoring concept papers, letters of inquiry, proposals, and other documents that tell a compelling story of the The Dock Ellis Foundation Inc vision, history, and accomplishments to secure new and renewals grants
- Maintain a funding calendar that lists grant due dates and work with staff to prepare required reports or invoices to ensure timely submission to funders.
- Compile supporting documentation for proposals and grant reports that comprehensively reflect the scope of work completed to position the organization for continued funding partnerships
- Attend necessary grant workshops, support funder site visits, interact with and respond to funders' questions, and participate in relevant discussions and meetings
- Lead the development and implementation of an individual donor strategy, including communications and recognition of donors and prospects to build a member and sustainer donor base
- Research and identify prospective donors, proactively initiate sponsorship opportunities, oversee solicitation appeals and development materials
- Participate in planning events to coordinate and execute fundraising activities that enhance opportunities to cultivate prospective donors
- Work with the communications staff to promote all development and fundraising events through social, digital, and earned media
- Collaborate with the accounting staff to track and reconcile donations, gift, and pledge processing and send acknowledgments to donors and granting agencies
- Maintain grant and contract database records, including donor tracking and grant reporting.
- Provide ongoing ad hoc and quarterly reports of fundraising progress

Qualifications and Experience:

Must demonstrate a commitment to social and ending modern day slavery.

- More than two years of grant writing and fundraising experience or an equivalent combination of education and experience in fundraising, event planning, and donor relations
- Ability to write clearly and informatively and leverage data to make a compelling case for funding
- Excellent interpersonal and communications skills, both orally and in writing
- Highly proficient computer skills, including Word, Excel, PowerPoint, and email applications, are required.
- Experience with fundraising databases and platforms (EveryAction)
- Exceptional organizational skills and the ability to handle multiple tasks simultaneously; and meet deadlines, both independently and as part of a team
- Self-motivated, with strong problem-solving abilities and solid attention to detail.
- Driver license and access to an insured vehicle for work-related travel

Application Process: This position is open for immediate volunteer assistance. Email resume, cover letter, and a writing sample info@dockellisfoundation.com add "*Development Coordinator*" in the subject line. No phone calls, please.