

## LEADERS OF TOMORROW YOUTH CENTER



**Position Title:** Development Coordinator

**FLSA Status:**

**Position Summary:** The primary goal of a Development Coordinator is to develop and implement a fundraising strategy to secure revenue for Leaders of Tomorrow Youth Center (LTYC). The Development Coordinator will attain sources of funding, including grants, past contributors, new donors, corporate contributors and foundations in alignment to LTYC's fundraising goals and timelines. The Development Coordinator will also develop short-and long-term fundraising plans of action for executive and the board approval.

**Reports to:** Executive Director

### **Position Responsibilities:**

- Collaborate with the Board of Directors, Director of Programs and Partnerships, Grants Consultant and Executive Director to create a fund development plan which increases revenues to support the strategic direction of the organization
- Implement the fund development plans in accordance with ethical fundraising principles
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved
- Monitor trends in the community or region and adapt fundraising strategies as necessary
- Create all promotional materials and serve as a liaison with members of the external community
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner
- Develop policies and procedures for the development department which reflect ethical fundraising practices
- Prepare and submit grant applications to generate funds for the organization
- Prepare and deliver presentations to potential donors and stakeholders
- Plan and execute special fundraising events to generate funds for the organization
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- Coordinate in-kind donations and make decisions regarding the issuing of receipts

**Essential Skills and Experience:**

- BA/BS degree or higher in business, marketing, public relations or related field
- Demonstrated knowledge and experience with non-profit fundraising and business development
- Successful professional track record in the raising of funds for education related organizations or non-profits
- 3 to 4 years of experience of revenue generation and prior experience with direct mail campaigns, major donors, events, endowments or other campaigns as needed
- Ability to operate computers and possess basic knowledge of MS Windows, Microsoft Word and other software.
- Excellent organizational skills
- Excellent verbal communication and presentation skills
- Positive attitude, high level of professionalism, enthusiasm and customer service
- Attention to detail and ability to meet deadlines

**Other Job Requirements:**

- Ability to travel
- Reliable personal transportation and must possess current driver's license, good driving record, and auto insurance coverage