

## LEADERS OF TOMORROW YOUTH CENTER



**Position Title:** Development Coordinator (3-5 years of fundraising experience)

**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 assist in coordinating LTYC leaders, board members, consultants and volunteers to plan and execute fundraising initiatives. The individual will have experience leading small or large campaigns and the organizational skills to lead our efforts in securing diverse sources of funding from corporations, foundations and individual donors that aligns with LTYC's fundraising goals and timelines. The Development Coordinator will also develop short-and long-term fundraising plans of action for executive and board approval

**NOTE: THIS IS A CONTRACTUAL POSITION with the potential of being full-time**

**Reports to:** Executive Director

### **Position Responsibilities:**

- Collaborate with the Board of Directors, Director of Programs and Partnerships, Grants Consultant, Executive Director, and Development Team 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
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising 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 with a member of the leadership team.
- 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 research, purchasing and implementation of a donor management system which will respect the privacy and confidentiality of LTYC's donor information.

- Coordinate the efforts of volunteers seeking 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 a related field
- Demonstrated knowledge and experience with non-profit fundraising and business development with expertise organizing and leading group efforts towards a goal.
- Successful professional track record in fundraising work for an education- related organization or a non-profit organization.
- 3 to 5 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 a current driver's license, good driving record, and auto insurance coverage