



Fundraising Position Description

Position: Development Coordinator

Position Type: Full-Time

Exempt/Nonexempt Status: Non-Exempt

Location: Remote; candidate must reside in the Northeast, FL area. This is a remote, work from home (WFH) position with the exception of occasional in-person meetings, community activities, and annual signature events

Salary range: \$37,500 - \$43,000 (based on experience)

Position hours/shifts: M-F with occasional evenings and weekends

Expected start date: Nov. 1, 2022

Benefits:

100% of Medical Insurance Premium

PTO after 90 days (10 days)

Paid and floating holidays

Professional Membership after 90 days

Reports to: Senior Director of Development

Company Description: The DONNA Foundation, a 501(C)3 nonprofit organization established in June 2003 by three-time breast cancer survivor and award-winning journalist Donna Deegan to meet the critical financial needs of the underserved living with breast cancer. Our mission is to provide financial assistance to individuals living with breast cancer and fund groundbreaking breast cancer research. To date, The DONNA Foundation has served more than 17,000 families, securing more than \$550,000 in financial services and debt relief each year. The organization has also disbursed \$3.3 million in support of translational genomics and immune studies. The DONNA Foundation also operates events and programs for survivorship, education and awareness including The National Marathon to Finish Breast Cancer. Together we will finish breast cancer.

Position Description: The DONNA Foundation has an excellent opportunity for a full-time Development Coordinator to join our small but mighty staff in Jacksonville, Florida. Working as a member of the development team, you will focus on coordinating multiple fundraising initiatives in order to secure revenue to help advance our mission. Depending on the fundraising season our team is in, tasks and responsibilities may include both external and internal tasks, such as, but not limited to the following areas of support: peer to peer fundraising, third party fundraisers, sponsors, vendor, and exhibitor (opportunities up to \$9,999), annual giving projects and appeals, events, data management, gift processing, and donor engagement and stewardship practices. Relationship building and a flexible schedule (some evenings and weekends) will be critical in this role. This is an entry development position, providing an opportunity for the right candidate to grow into a career in non-profit fundraising.

Essential Duties and Responsibilities:

Fundraising and external relationships (50%)

- Together, with the DONNA team, implement the annual development plan through all sources of revenue, including the DONNA Event Support Campaign (securing sponsors, vendors, and expo exhibitors up to \$9,999) as well as the Annual Giving Campaign (e.g. peer to peer fundraising support, assisting with third party fundraisers with occasional in-person activities).
- Serve as the point of contact for managed accounts including, but not limited to, managing partnership event amenities and day-of event coordination
- Identify, cultivate, solicit, steward and engage with existing and new partners, primarily for stakeholders who invest up to \$9,999
- Communicate and engage with stakeholders in a timely manner, including initial outreach, follow-through, and stewardship
- Serve as a primary grant writer and administrator to include, but not limited to: researching grant opportunities (RFPs, charitable contributions, sponsors/vendors), writing grant proposals and submitting applications regularly; responsible for tracking all Foundation grant proposals and reports; communicate with stakeholders as needed.
- Engage with existing and new community partners by setting up third party fundraisers and attending community events and activities as required.

DONNA Event Support (25%)

- Coordinate event details year-round with key partners and leading up to each event
- Attend and assist with all annual DONNA Signature Events, programs, and activities.
- Serve as event-day point of contact and lead for managed accounts, including key sponsors, vendors, and DONNA Health and Wellness Expo exhibitors
- Recruit and manage volunteers as needed

Internal Operations and Planning (25%)

- Conduct monthly prospect research and analysis to help grow our pipeline of supporters over time. This may include individual donors, grants, sponsors, vendors, and exhibitors.
- Work with the team to meet and exceed annual revenue goals. Participate in the creation, planning and implementation of new and existing projects and appeals, communications, and strategies.
- Assist with donor and gift reporting, gift processing, and data entry and management
- Oversee donor stewardship processes, such as tracking and responding to donor tribute gifts as well as weekly gift reports for thank you notes
- Record and track all donor engagement work in CRM and other sources where applicable
- Other development duties upon request

Qualifications:

- Bachelor's Degree in business, marketing, communications, or related field preferred
- At least one to three years of relevant fundraising experience preferred, with proven experience with generating revenue through donor and partner engagement (at giving levels up to \$9,999), managing events, and coordinating volunteers
- Interest and desire to learn how to become an impactful development professional
- Willingness to pitch in when/where needed

- Excellent organizational and time management skills with an excellent attention to details and independent follow-through in a fast-paced environment with multiple priorities
- Strong computer skills with database/CRM systems; Proficient in Microsoft Office Programs; Familiar with RE NXT or equivalent; comfortable using virtual meeting platforms (Zoom, Teams, Google Meets) on a regular basis.
- Excellent written and verbal communication skills; Comfortable with public speaking
- A team player with a positive attitude and highly collaborative work style
- Comfortable working with staff, donors, volunteers, and all stakeholders *without* regard to their background, race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, and protected veteran or military family status.
- Flexibility to work occasional irregular hours, including evenings and weekends.
- Ability to lift and carry 20 lbs. (event supplies)
- Must hold a valid driver's license

Key Characteristics of a Successful Team Member:

- Enjoys building and maintaining strong, genuine relationships with co-workers and stakeholders
- Upbeat, positive attitude and good sense of humor a plus
- Holds oneself accountable; takes responsibility for failures as well as successes, and recognizes that trust is required to hold a team together
- Shares information regularly, communicates proactively; transmits knowledge; asks for advice and isn't afraid to ask questions
- Values teamwork and co-workers, supports others' success and is proud of the shared meaningful work
- Expects and delivers excellence. Is proactive and focused on creative problem-solving. Welcomes input to make things better. Places a high value on learning and improving.
- Is motivated and positive. Manages time, activities, and outcomes well so that progress stays on track. Balances multiple, competing priorities simultaneously and asks for help when needed.
- Display caring, sensitivity, and flexibility in working with a team, volunteers, and families living with breast cancer. This work is fun, creative, fulfilling, and challenging.

Additional Information:

This position is primarily remote (work from home) with occasional in-person meetings and events in the NE FL community. Some travel out of the region may be required. Resumes without cover letters will not be considered. The DONNA Foundation supports a diverse and inclusive workforce and is an Equal Opportunity Employer. All information will be kept confidential to EEO guidelines. The DONNA Foundation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, and protected veteran or military family status.

Application Procedure: For questions, or to apply for the position, please send a cover letter and resume as .PDF files to: jobs@thedonnafoundation.org . Please put "Development Coordinator Search" in the subject line. Attachments must be in .doc or .pdf format.