**Job Description: Coordinator of Development**

**NaviGo, College and Career Prep Services, Inc.**

**Job Description**

The Coordinator of Development for NaviGo, College and Career Prep Services, Inc., creates and oversees the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, grant solicitation, and in-kind resources.

**Primary Duties and Responsibilities**

**Coordinators of Development perform some or all of the following duties:**

***Plan fund development activities***

* Collaborate with the Board of Directors and Executive Leadership 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.

***Organize fund development activities***

* 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;
* Oversee the planning and execution of 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.

***Staff fund development activities***

* In consultation with the Executive Leadership Team, recruit, interview, and select well-qualified fund development staff, as appropriate;
* Engage volunteers for special fund development projects using established volunteer management practices.

***Manage fund development budget***

* Develop and gain approval for an annual income and expenditure budget for the fund development for each program;
* Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities;
* Monitor expenses and analyze budget reports on fund development and recommend changes as necessary.

***Promote the organization***

* Foster an understanding of philanthropy within the organization;
* Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization;
* Coordinate the design, printing and distribution of marketing and communication materials for development efforts;
* Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.

**Qualifications**

***Education***

* University degree in a related field of study;
* A certificate in Fundraising Management is an asset.

***Professional designation***

* Certified Fund Raising Executive (CFRE) designation is an asset.

***Knowledge, skills and abilities***

* Knowledge of fundraising management;
* Knowledge of federal and provincial legislation affecting charities;
* Knowledge of special events planning and management;
* Knowledge of the management of volunteer resources.

***Proficiency in the use of computer for:***

* Fund raising software
* Word processing
* Databases
* Spreadsheets

***Personal characteristics***

*The Coordinator of Development should demonstrate competence in some or all of the following:*

* Creativity/Innovation: Develop new and unique ways to improve the finances of the organization and to create new opportunities
* Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
* Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
* Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
* Focus on Donor Needs: Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters.
* Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
* Lead: Positively influence others to achieve results that are in the best interest of the organization.
* Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
* Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
* Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
* Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

***Experience***

* 2 to 4 years of fund raising experience (preferred)

***Timeline***

* Position starts July 1, 2016

*As an equal-opportunity educator and employer, NaviGo, College and Career Prep Services, Inc., prides itself in celebrating diversity and does not discriminate in any of its programs, policies, procedures, or employment practices on the basis of race, color, national origin or ancestry, citizenship status, religion, sex, pregnancy, childbirth or related medical condition, gender identity, sexual orientation, age, physical or mental disability, or any other characteristic protected by law.*