

## **POSITION TITLE: Development Coordinator**

### **POSITION SUMMARY:**

The Development Coordinator is a volunteer position responsible for planning, organizing, and directing all of VBJI's fundraising including, the major gifts program, annual fund, planned giving, special events and capital campaigns. The Director works closely with The Executive Director and the Board of Directors in all development and fund raising endeavors. This position requires a minimum of 10 hours commitment per week.

### **QUALIFICATIONS:**

- Must embrace the mission and assent to the core values of Virginia Beach Justice Initiative (please go to <http://www.vbji.org/core-values.html> to read these before continuing).
- Strong interpersonal and writing skills.
- Have knowledge and experience in fund raising techniques to include grant writing and major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A bachelor's degree or training, experience and knowledge commensurate with the position.
- Below is a link to the volunteer contract that must be signed prior to working with VBJI. [http://www.vbji.org/uploads/1/1/7/3/11733435/vbji\\_volunteer\\_contract\\_7.23.14.pdf](http://www.vbji.org/uploads/1/1/7/3/11733435/vbji_volunteer_contract_7.23.14.pdf)

### **JOB RESPONSIBILITIES:**

1. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
2. Grow a major gifts program including identification, cultivation and solicitation of major donors.
3. Grant seeking to include research, proposal writing, and reporting requirements.
4. Develop fundraising plan.
5. Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
6. Direct the annual fund program, including mailings and annual fundraising drives.
7. Direct capital campaigns and other major fundraising drives.
8. Coordinate fund raising special events in conjunction with other support volunteers
9. Oversee prospect research.
10. Work closely with VBJI's Executive Director, and Board of Directors.
11. Make public appearances/accept speaking engagements to share information about VBJI with the community.

12. Staff Board Development Committee meetings.
13. Oversee fundraising database and tracking systems.
14. Coordinate and collaborate with other fundraising volunteers
15. Oversee creation of publications to support fund raising activities.
16. Maintain gift recognition programs.
17. Maintain a donor database and records of all fundraising activities and provide an annual report or other reports as required.
18. Perform other related duties as requested.