



Development Coordinator Job Description

The Development Coordinator is responsible for multiple facets of Fear 2 Freedom (F2F) fundraising, marketing & donor outreach efforts. This position develops, coordinates and executes marketing initiatives & F2F's grant prospectus. This position also manages F2F's CRM donor database, fundraising appeals and events, including digital and virtual fundraising. This position is responsible for ensuring donor data is accurately managed for data integrity. This is a full-time, salary position.

The Development Coordinator's responsibilities include:

- Research & develop fundraising appeals & campaigns
- Research and identify new grantors, donors & funding opportunities
- Write grant proposals, manage mailings, events & marketing initiatives
- Maintain F2F's grant prospectus & submission files
- Manage CRM donor database to include:
 - Gift processing, data entry, ongoing clean up, and generation of reports
 - Serve as primary administrator of F2F's CRM
 - Create and send marketing emails using CRM software platforms
 - Track financial portal donations & purchases through F2F website
- Compile grant reports as per grantor/donor requirements
- Develop & prepare marketing materials, including sponsorship packets, new donor packets, event materials, and other needs for donor meetings
- Design & facilitate development mailings & e-blasts to increase donor engagement
- Generate pledge reminders and donor follow up outreach as needed
- Maintain donor files and filing of donor gifts and correspondence
- Coordinate special event needs including planning, sponsorship tracking, guest relations, event correspondence, RSVP tracking, & follow up.
- Manage F2F's social media communications calendar.
- Support CEO as needed for F2F Board of Directors meetings
- Assist CEO with special projects

Requirements:

- Bachelor's Degree required.
- A positive, welcoming attitude and outstanding external donor relations skills, including handling issues with sensitivity. Ability to conduct oneself in a

professional manner and to communicate effectively and appropriately with a variety of people from diverse backgrounds

- Demonstrated strong organizational and time management skills, ability to prioritize projects, efficient and accurate in completing tasks as required with attention to details. Ability to anticipate and meet deadlines while working under pressure of multiple and changing priorities
- Strong aptitude to work in a collaborative team setting on multiple projects and programs
- CRM management system experience is preferred, but can be learned.
- Demonstrated excellence in management, organizational and communication skills. Initiative taker with creative ideas for marketing initiatives & donor engagement.
- Demonstrated research & grant writing experience & skills
- Strong attention to detail and ability to thrive in a fast pace work environment
- Sense of initiative and critical thinker with excellent multitasking skills
- Team player, solution minded with confidence to work independently
- Proficiency in Google Drive and Microsoft Office required. Knowledge of Canva is a plus.
- Valid state driver's license

Salary Range: \$40K to \$45K

Interested applicants, please email a cover letter and resume to Chief Operating Officer, Kadetra Cooper, at kadetra@fear2freedom.org.

About Fear 2 Freedom

Our mission at F2F is to help restore hope and dignity to survivors of sexual assault while empowering students and communities to combat sexual violence.

Fear 2 Freedom Location

We are located at 12284 Warwick Blvd., Suite 1-G, Newport News, VA 23606. Our office is in the Huffman Building, directly across the street from CNU's Ferguson Center for the Arts in Newport News, VA.

Visit us online at www.Fear2Freedom.org.