

## **Collier Community Foundation**

### **Position Description**

**Job Title:** Development Coordinator

**Reports to:** VP of Philanthropy

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#### **Position Summary:**

The Development Coordinator is an important member of the Collier Community Foundation (CCF) team and will support Development and Philanthropic Services with goals and strategies aimed toward the growth of CCF's assets. This role will assist with research and identification of donor prospects that have potential to support the efforts of CCF, donor records and pipeline management and accuracy, donor stewardship, new fundholder agreements, and communication with donors and community partners.

#### **Principal Duties and Responsibilities:**

1. Act as personal contact and liaison for assigned portfolio of donors conducting proactive outreach and handling all of their requests.
2. Work closely with Development and Philanthropic Services staff to develop and execute the annual development plan and provide administrative services to support this plan.
3. Work closely with CCF Grantmaking to help meet the goals of CCF.
4. Formulate and implement annual benchmarks for assigned constituency that are aligned with CCF strategic plan.
5. Conduct visits or other types of meaningful contacts to cultivate prospective donors.
6. Prepare new fundholder agreements, maintain accurate donor notes, contacts and opportunities in order to leverage moves management practices.
7. Maintain records in software and provide data analysis of donors as needed.
8. Work with marketing and communications staff to create cultivation and solicitation materials as needed.
9. Participate in the creation and/or maintenance of annual, major and planned giving plans including but not limited to annual giving appeal, Foundation driven major giving campaigns and legacy donor program.
10. Engage in community events to represent CCF to build or strengthen potential networks and identify potential prospective donors.
11. Work with existing donors and fundholders in documenting estate plans with CCF.

**Knowledge, Skills and Abilities Required:**

1. Bachelor's degree required.
2. 3+ years of fundraising experience.
3. Knowledge of annual campaigns, major gift campaigns and planned giving.
4. Exceptional customer service and active listening skills.
5. Excellent interpersonal, written and oral communications skills.
6. Excellent management and organizational skills.
7. Self-motivated, detail and results oriented.
8. Computer proficiency.

**Work Conditions:**

Work is performed largely in Collier County. Meetings are held county and statewide.

Some travel to other states for conferences.

**General:**

**This job description describes the general nature and level of work performed by employees assigned to this position. "Principal duties and responsibilities" describe those functions considered essential to the performance of the job. This description does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by the President. All requirements are subject to change over time at the discretion of President and to possible modification to reasonably accommodate individuals with a disability.**

**3/1/2023**