Title: Development Coordinator – Portage & Wood Counties
Department: Northcentral Region
Reports to: Senior Regional Director - Northcentral Region
Status: Part time (15 hours/week)

POSITION CONCEPT: Provide support for development activities including database management, donor stewardship and area operations. Manage, implement and secure financial resources for the organization from board, corporate, service organizations and foundations. Research, identify and work with Director to secure new funding sources. Plan giving campaign and implement online giving through our website. Manage and implement grants from identification of prospective supporter through reporting and renewal cycle.

PRIMARY RESPONSIBILITIES:
- Assists in organizing and directing the general operating campaign. Assists in training board members and providing follow up communication. Provides tools for solicitation and ongoing motivation for timely and successful campaign results.
- Research and work with Director on an ongoing plan to secure sources of new funding from corporations, community, and private foundations. Complete proposals and ensure grant fulfillment.
- Responsible for submitting funding proposals to new accounts
- Manage Prospects for development, tracks prospects, solicitors and funding history. Assures that all data is up-to-date and correct.
- Deliver presentations to service organizations, small businesses and corporations as needed.
- Represents organization at local level through relationships in the community.
- Establishes cooperative working relationships with Director, board members and staff to increase understanding and support of development efforts.
- Other duties assigned

EDUCATION/EXPERIENCE REQUIRED:
Bachelor’s degree or experience in the field of development with demonstrated track record of success. Good organizational, interpersonal, and presentation skills. Strong communication and problem-solving skills, computer literacy, detail oriented. Proficiency in computer skills (Microsoft Office) and data management. Capable of working independently, be self-motived & manage multiple projects. Ability to prioritize tasks. Knowledge of Portage and Wood counties preferred. Must have valid Wisconsin Driver’s License.

PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (10-20 lbs.), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.

July 2022