



FUNDRAISING COORDINATOR POSITION DESCRIPTION

REPORTS TO:	Director & CEO
LOCATION:	15800 Crabbs Branch Way, Rockville, MD 20855
SUPERVISES:	No direct reports
FLSA CLASSIFICATION:	Exempt
STANDARD HOURS:	9:00 a.m. – 5:00 p.m. M-F

Arts for the Aging engages older adults and professional and family care givers in health improvement and life enhancement through regular participation in the multi-disciplinary arts. Arts for the Aging is the only organization serving the Greater Washington D.C. area with a mission solely dedicated to delivering multidisciplinary, artist-led engagement programs to older adults and their care partners, especially those impacted by aging-related physical and cognitive impairments.

POSITION OVERVIEW:

The Fundraising Coordinator will support Arts for the Aging's fundraising objectives, to include interaction with donors and donor support, database management, support for mailings and other communication efforts, prospect research, grants administration & grant writing support. Solicits and acknowledges donations, prepares board and staff members for solicitations as necessary, and maintains donor records. May arrange and attend meetings with donors and prospective donors.

SPECIFIC RESPONSIBILITIES:

Administrative:

- Process and enter payments for donations, make calls to donors regarding declined or expiring credit cards, and prepare acknowledgement letters and other correspondence
- Create and generate weekly and monthly revenue, fundraising, database, and other ad hoc reports
- Maintain e-blast and other calendars pertinent to fundraising activity as necessary
- Participate in trainings and webinars as needed

Communications:

- Assist in the production and management of mailings, fundraising appeals and online campaigns, including creating mail merged documents
- Assist with content production, as well as maintenance of website, blog and social media
- Provide customer service to donors and other constituents

Prospect Research:

- Conduct preliminary research on prospective individual, corporate, and foundation donors
- Track donor opportunities, research prospects, and support proposal development and report writing

Grant Administration & Support:

- Update and maintain the grants and contracts calendar
- Support proposal development and report writing, assist in identifying and cultivating grants, contracts and agreements
- Support the submission of funding requests (e.g. compiling necessary documents, mailing application package)
- Track pre- and post-award funder deadlines
- Assist in identifying and cultivating grants, contracts and agreements
- Upload all grant information to database

Database Management:

- Operate and maintain donor/donor-prospect database, working in coordination with Administrative Manager to process and document gifts and payment information, donor acknowledgement/tax receipt information, and prospective donor contact information
- Manage data and create letter merges for donor acknowledgement correspondence
- Continually update and correct database records, including adding new constituents and editing existing records; compile regular database audit reports

MINIMUM QUALIFICATIONS & SKILLS:

- 2 to 4 years of direct experience in nonprofit fundraising or related role
- Ability to handle confidential donor/constituent information with sensitivity and integrity
- Knowledge of donor databases including query, mail, and records creation/updating
- Knowledge of Microsoft Office Suite, particularly Excel, required
- Social media savvy; experienced with content creation using a variety of platforms
- Database software, such as DonorPerfect (current system), iMIS, Raiser's Edge, Personify, Salesforce, eTapestry, Giftworks, Sage or similar

PREFERRED QUALIFICATIONS:

- Bachelor's degree or relevant work experience
- Detail oriented with a dedication to accuracy
- Experienced with and confident in using technology tools, including web conferencing software and various social media platforms
- Excellent communication, technical and entrepreneurial skills
- Strong organizational and time-management skills
- Strong interpersonal and relationship building skills

ADA SPECIFICATIONS:

This position is located in Rockville, MD, with occasional local/regional travel. The role is primarily sedentary, but may require the ability to occasionally lift items weighing up to 25 pounds and transport them to another location.

AFTA is an equal opportunity employer and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability or other protected class status.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

ANTICIPATED HIRE DATE:

May 2020

APPLICATION INSTRUCTIONS:

Send your cover letter, including what makes you a good fit for this role, and your resume to info@AFTAarts.org, Attention/Subject: Fundraising Coordinator search. Incomplete applications will not be considered. No phone inquiries or snail mail applications, please.

COMPENSATION/BENEFITS:

Salary range: \$41,400-47,000 commensurate with experience. Benefits: Vacation, sick/personal leave, health insurance reimbursement, professional development, business travel reimbursement, mutually agreed upon telework schedule after three months.