NorCal German Shorthaired Pointer Rescue, Inc
Policies and Procedures

Development Coordinator Job Description

This position is responsible for planning, implementing, and evaluating a comprehensive development strategy in order to support the continued growth of the organization.

Duties:

- In partnership with ED & Treasurer, creates a comprehensive development vision and strategy that includes: individual donations, recurring donations, annual appeals, major gifts, grants, planned giving, foundation and corporate giving, and special events.
- Oversees fundraising activities, including identifying new funding opportunities, prospecting major donors, developing a pipeline of potential funders, and ensuring systematic cultivation and stewardship of new and current relationships.
- Oversees online fundraising manager, "friendraising" manager, grants manager, and major gifts manager.
- Personally develops concepts and materials for annual appeal.
- Personally thanks donors as part of stewardship.
- Oversees maintenance of donor database. Works with treasurer and designated volunteers to oversee processing, data entry and acknowledgment procedures.
- Analyzes development data and reports to board of directors on a quarterly basis.
- Assist with planning of annual fundraising events; attend all major events.

Qualifications

- Passion for and commitment to the mission of NorCal GSP Rescue and the ability to articulate our vision and work.
- Demonstrated ability to develop, foster and sustain relationships; high level of comfort with direct donor interaction.
- Strong communications skills, and the ability to craft compelling stories. Candidates will be required to provide writing samples related to development and fundraising.
- Strong organizational skills and attention to detail.
- Ability to work independently and take initiative while providing leadership, management, and strategic direction.
- Preferred - development experience.
- Preferred - demonstrated success in planning, executing and evaluating multichannel campaigns.

Time Requirement:

Varies, 3-5 hours/week

Location Requirement:

Northern California location preferred, will consider remote candidate.

Physical demands:

Ability to sit or stand long enough to complete tasks, can be broken down into sub tasks, no speed or time limit.
Ability to review written materials, enter data into online forms, speak and/or email with donors, potential donors, and team members.
Ability to attend events.