

## **UCP of North Texas Job Description**

**Job Title:** Development Coordinator  
**Department:** Development/Marketing  
**Reports To:** Chief Development Officer

### **Summary**

The Development Coordinator will be primarily responsible for sustaining the organization's development and marketing initiatives through a collaborative, team centric approach; working both with development and cross-discipline team members, the ideal candidate will be able to work with minimal supervision, while meeting their project(s) objectives accurately and in a timely manner. Responsibilities for this position include, but are not limited to, the production of marketing materials (electronic and print), maintaining accurate donor/volunteer/prospect files, reporting/tracking and illustration of fundraising income, donor acknowledgment and follow-up, preparation of written documentation/communication including quality control/proofreading/editing and will assist in the research and preparation of supporting documentation for grant requests and specialized donor correspondence. This position will be evaluated on job related activities and professional behaviors during each evaluation period. The Development Coordinator reports directly to the Chief Development Officer.

### **Essential Duties and Responsibilities**

- Donor/fundraising administration for the organization's multiple fund activities including website traffic and electronic fund development
- Maintain a "Moves Management" matrix within the organization's donor management system to build sustainability for our planned gifts projects
- Build organizational fundraising/marketing materials including flyers, brochures, newsletters, Power Point presentations and promotional support.
- Conduct research and other project assistance as needed, ensuring all information is explored and the optimum information is provided
- Contribute to the development of fundraising/marketing tools and tactics, coordinating their implementation as directed
- Manage and implement special projects, on an as needed basis, assisting the leadership team
- Provide assistance in communication with organizational stakeholders using newsletters, e-marketing, and other special publications
- Support the organizations fundraising events and functions, maintaining invitation lists, assembling hard copy/electronic mailings, track responses and assist with other project related duties
- Perform word processing and e-mailing functions related to donor cultivation and organizational stewardship

### **Qualifications**

The successful candidate will be a motivated, self-starter who possesses the adequate knowledge, skills and/or abilities required to satisfactorily accomplish the responsibilities of the position. Additionally, candidates should

have the desire to help UCP and our cause in accomplishing the fund development goals and in building a stronger presence in the north Texas area. The skills/requirements listed below are representative of the base levels needed for success in this important position.

**Education and/or Experience**

High school diploma or equivalent and at least two year’s relevant experience performing similar work related activities. Speed and accuracy in word processing and data entry, and experience with data management systems such as Donor Perfect, Raiser’s Edge, or similar programs. Proficiency in Microsoft Office programs, knowledge of desktop publishing a plus. Understanding of or prior experience in the non-profit sector preferred.

**Language Skills**

- Ability to read and interpret documents such as rules, operating and maintenance instructions, procedure manuals and numerical documents with proficiency.
- Capability to write routine reports and correspondence, and competence in reviewing and editing prepared documents for errors.
- Competently represent UCP professionally both internally and externally with all persons or groups that have a direct investment or business interest with our organization.
- Fluency in Spanish a plus.

**Reasoning Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Capability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations**

Valid state issued Driver’s License and proof of auto Liability Insurance. Must have current TB test – required.

**Physical Demands**

Must have good health in order to maintain an acceptable attendance record as established by the agency. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to travel as indicated. Ability to operate computer equipment, phone equipment.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

I have reviewed this job description and understand it:

Employee \_\_\_\_\_

Date \_\_\_\_\_

Human Resources \_\_\_\_\_

Date \_\_\_\_\_