

## Job Description

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| POSITION TITLE:       | Development Coordinator |
| REPORTS TO:           | Executive Director      |
| STATUS:               | Exempt                  |
| POSITIONS SUPERVISED: | None                    |

**PURPOSE:** As a member of the development team, assists the Executive Director in the implementation of strategies for cultivating, stewarding, and securing resources for Camp Fire Green Country (CFGC) with a primary focus on grants. Responsible for coordinating all aspects of the grant program; tracking donor information in database; and assisting with other fundraising and development strategies. Represents CFGC to internal and external stakeholders including the Board of Directors, community partners, and funders.

### ESSENTIAL FUNCTIONS:

- Writes and ensures strong, competitive, and accurate grant proposals and reports are submitted to funders in accordance with grantor standards and requirements within the requested time frame
- Researches new sources of funding through foundations, corporations, and businesses, etc. that align with Camp Fire's mission and programs
- Maintains, compiles and updates information including grant files, statistics, program outcomes, and success stories
- Maintains an up-to-date calendar of grant opportunities, deadlines and reporting requirements
- Provides internal reporting documentation of grant writing efforts and outcomes
- Attends funder, Board of Directors, and committee meetings as requested
- Coordinates with the development team regarding gift-processing and acknowledgment procedures
- Maintains and utilizes CFGC donor database and/or tracking system to ensure complete records for all donors and potential donors and creates donor and fundraising reports
- Supports all other CFGC development strategies including but not limited to fundraising events, donor stewardship, and development activities
- Performs other tasks as assigned

### DESIRED QUALIFICATIONS:

- Established success in grant writing, reporting, and coordination and in the support of nonprofit resource development
- Familiarity with outcome assessments and presenting data to support arguments for needed funding
- Proficiency with the management, execution, and tracking of multiple projects simultaneously
- Demonstrated competence in organization; meeting timelines and deadlines including balancing multiple needs and interests; and attention to detail
- Able to be held accountable for meeting high performance goals; willing to be cross-trained in other resource development and nonprofit administration aspects
- Possesses constructive conflict resolution skills
- Able to work independently and as part of a team
- Personal characteristics – self-motivated; well organized; willingness to try new ideas and methods; demonstrated flexibility; ability to remain calm and courteous under stress; enjoys challenge and change; able to balance and prioritize multiple tasks and duties; resilient; dependable and punctual; able to be held accountable for meeting high performance standards; uses personal initiative and acts pro-actively in the best interest of the council.
- Computer proficiency including Microsoft Office Suite

## REQUIREMENTS:

- Committed to working as part of a diverse and inclusive team
- Bachelor's degree in relevant discipline, such as: business or communication or equivalent minimum of at least two years relevant work experience in fundraising or grant writing
- Attendance at 3-5 CFGC events per year on weekends or evenings
- Excellent verbal and written communication skills
- Ability to work in excess of 40 hours per week on occasion, some evenings and weekends; available for occasional overnight travel
- Ability to carry and move objects weighing up to 50 pounds; able to reach, stoop, climb, kneel, and move freely in such locations as outdoor camping sites and storage areas
- Able to meet Council employment requirements including acceptable outcomes on background and reference checks, personal auto insurance verification and acceptance by Council auto insurance (must be at least 21 years of age)