



POSITION ANNOUNCEMENT
Development Coordinator
June 28, 2019

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a **Development Coordinator** to coordinate the development functions of the Agency.

Responsibilities:

1. Assist in the development and implementation of the Advancement Plan that incorporates a range of strategies including annual appeals, major donors, corporate and individual appeals, and special events.
2. Responsible for the strategic planning and development of events, maintains logistics, volunteer recruitment and event committee development.
3. Assures event financial goals are achieved.
4. Work with Communications Coordinator to increase public visibility of the fundraising events.
5. Works with Greensboro Guild to facilitate successful events.
6. Responsible for the transparency and maintenance of accurate records, including event income and expenses.
7. Responsible for ensuring event invoices are paid in a timely manner, expenses are within budget and spending is within policies of the agency.
8. Manage venue and vendor contracts and arrangements.
9. Work with Chief Advancement Officer to build relationships with donors.
10. Participate in planning of donor appreciation events.
11. Coordinates third party fundraisers to ensure maximum potential and appropriate use of the agency's name and logo.
12. Participates in making presentations to promote the services of the agency.

Qualifications:

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. The ability to respond in a timely and effective manner to the needs of staff, volunteers and other constituents.
3. Knowledge of event management, processes and budgeting.
4. Organizational, project planning and leadership skills.
5. Excellent verbal, written and interpersonal skills.
6. Experience with MS Office Suite. Raiser's Edge experience preferred.
7. Degree in Mass Communications, Marketing, Business or other related degree; three years' experience in fundraising required.

Send resume and letter by July 12, 2019 to:

Human Resources
Family Service of the Piedmont
902 Bonner Drive
Jamestown, NC 27282

FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER