

American Forest Foundation Job Description

Job Title: Development Coordinator

FLSA Status: Non-Exempt

Reports to: Vice President of Development

Job Summary:

The Development Coordinator provides administrative and programmatic support for the daily operations of the Development Department.

Essential Accountabilities/Responsibilities:

The primary functions of this position include, but are not limited to the following:

- Enter data, maintain, and generate required reports in the Fundraising database.
- Prepare general correspondence, fundraising letters, corporate contribution/sponsorship requests, thank you letters, and reports.
- Prospect research, proposal assembly, and grant reports.
- Maintain the calendar for the Development Department to include tracking of grant reporting and proposal deadlines, and record keeping for all grants.
- Coordination of special events.
- Design and production of program materials.
- Maintain all records for the on-line store, assist with marketing the on-line store, and invoice outstanding purchase orders, respond to customer inquiries.
- Maintain records and manage correspondence for Honor, Memorial, and Planned Giving programs.
- Performs miscellaneous job-related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

A Bachelor's degree from college or university is required. Knowledge of development practices is preferred.

Required specific experience:

- Knowledge of and familiarity with computerized information systems particularly, Microsoft Office Suite applications.
- Familiarity with GiftWorks database preferred.
- Ability to work effectively with volunteers and staff.
- Effective written and verbal communication skills

Language Ability:

Ability to read, analyze, and interpret general business correspondence, and grant

guidelines. Ability to write routine business correspondence. Ability to effectively present information and respond to questions from staff, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should be proficient on an IBM-PC using Microsoft Office, MS Word, MS Excel, MS PowerPoint, Access, GiftWorks, and various internet search engines. Experience with database applications required.

Certificates and Licenses:

None.

Required Personal Attributes:

- Personable, outgoing, and flexible with the ability to work under pressure.
- Time management skills, with the ability to prioritize, coordinate and manage multiple priorities
- Ability to interact with a wide variety of constituencies, including staff, donors, and the general public.
- Excellent organizational skills with attention to detail and the ability to effectively plan and problem solve
- A sound work ethic with the ability to act both independently and as part of a team
- A firm commitment to working in a collaborative environment
- Some evening and weekend work is required

Supervisory Responsibilities:

None required.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Atmosphere and environment associated with a normal office.
- The noise level in the work environment is usually moderate.

Vision Requirement:

Both close and distance vision are required to perform the duties of this job.

Physical Demands:

The responsibilities outlined above are indicative of the physical demands that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<u>Activity</u>	Less than 1/3 of time	Between 1/3 & 2/3 of time	More than 2/3 of time
Stand	X		
Walk		X	
Sit			X
Use hands to finger, handle or feel			X
Reach with hands and arms		X	
Climb or balance	X		
Stoop, kneel, crouch or crawl	X		
Talk or hear			X
Taste or smell	X		
Lifting/Carrying up to 10 lbs.		X	
Lifting/Carrying up to 25 lbs.	X		
Lifting/Carrying up to 50 lbs.	X		
Lifting/Carrying up to 100 lbs.	X		
Lifting/Carrying more than 100 lbs.	X		

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.

APPROVED: Supervisor/Manager

Date

ACKNOWLEDGED: Employee

Date