JOB DESCRIPTION

| **Title** | FUND DEVELOPMENT COORDINATOR |
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| **Reports To** | [insert title] |

**Job Purpose**

The Fund Development Coordinator is responsible for creating and implementing fundraising strategies to support [Organization Name]’s inclusive sports programs for individuals with intellectual disabilities. They collaborate with donors, corporate partners, and volunteers to ensure financial goals are met, promoting athletic opportunities in [Insert location].

The ideal candidate is passionate about inclusive sports and excels at fostering community relationships while maintaining the organization’s mission.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Develop proposals, reports, and grant documents for corporate sponsors and donors.
* Create and implement a strategic fundraising plan with management and the board.
* Plan and oversee fundraising events to engage communities and partners.
* Build and maintain donor relationships, ensuring donor retention and engagement.
* Research new fundraising techniques and opportunities.
* Collaborate with the communications team to promote fundraising efforts.
* Manage donor communications and ensure transparent reporting.
* Perform other related duties as required.

**Key Qualifications**

* Bachelor’s degree in communications, public relations, or related field.
* X years of experience in fundraising or development, ideally in non-profits.
* Proven experience in event planning and donor management.
* Familiarity with inclusive sports or intellectual disabilities is a plus.
* Proficient in Microsoft Office Suite.

**Core Competencies**

* Strong written and verbal communication.
* Empathy and cultural awareness.
* Project management and organizational skills.
* Ability to manage multiple projects and deadlines.
* Ability to work collaboratively with diverse stakeholders.

**Working Conditions**

* The standard work week for this position is [insert #] hours.
* The standard business hours for this position are [insert core hours].
* Overtime or extended hours may be required on occasion.
* May require working outside standard hours for events or meetings.
* Some travel within [Insert location] for community engagement and donor meetings.
* Requires extended periods of sitting and working on a computer monitor.