
Title: Fund Development Coordinator

Position: Full Time - To increase the fundraising capacity of The Well CDC by helping execute our fundraising strategy

Compensation Range: \$44,000 - \$54,000 (based on experience)

Responsible to: Fund Development Director

Start Date: Negotiable

Overview

To support our Fund Development team to build financial stability for The Well CDC through grant writing and management, CRM management, Annual Campaign solicitations, and fundraising events

Main Objective

To use your gifts and talents to manage systems that support The Well CDC's Fund Development goals through grant writing/management, CRM Management, fundraising events, and other fundraising duties as assigned. This position will have the opportunity to touch many elements of fund development, however the main priority will be Grant Writing/Management. This position is for an unspecified duration and constitutes "at will" employment.

Job Description | Full Time | 40 hours a week

I. Skills and Qualifications

- Strong written communication, storytelling, project management, and administrative skills
- Strategic and analytical
- Grant writing and grant management
- Ability to utilize Excel, email, and other electronic platforms including willingness to learn our CRM (Donor Perfect) and Grants Software (GrantHub)
- Ability to work independently and as a team

II. Grant Writing

- Write and submit compelling grant narratives for all programs and operations
- Manage and maintain our grants database including grant applications, reports, budgets, and deadlines
- Work with program managers to develop impact dashboards, and case for program supports to keep grant content up to date
- Help solicit new funding opportunities and relationships

III. CRM Management, Annual Campaign, and Fundraising Events

- Maintain donor and funder profiles within CRM
- Oversee donation process and the tracking of grants and individual gifts
- Assist in planning and executing fundraising events
- Solicit and help manage sponsorship process and other annual campaign solicitations
- Assist in creating and executing donor cultivation and retention strategies

IV. Expectations

- Hours: 40 hours per week
- Meet with your supervisor on a bi-weekly rhythm
- Common Business Courtesy
 - Return phone calls and emails within 48 hours
 - Be on time to meetings, events and programs
- Maintain a neat and organized workspace
- Adhere to related staff policy and procedures
- Assist with other The Well CDC staff, as assigned

Please send resume and cover letter to Jen Meade – Jen@thewellakron.com