



MID-SHORE COUNCIL ON FAMILY VIOLENCE

**Chesapeake Crisis to
Self-Sufficiency Model®**

Donor Development Coordinator Job Description

About Mid-Shore Council on Family Violence (MSCFV)

MSCFV has been serving victims of domestic violence in the five counties of Maryland's Mid-Shore for more than 30 years. Through our Chesapeake Crisis to Self-Sufficiency Model®, our dedicated case managers connect our clients with basic needs, housing, legal services, counseling, and much more as they walk with our neighbors on their journey to become self-sufficient survivors.

About the Job

This is a full-time position (40 hours per week) located in Easton, MD. The Donor Development Coordinator reports directly to the Executive Director and is responsible for helping develop a fundraising strategy to diversify MSCFV's revenue streams and ensure the sustainability of our mission. The Donor Development Coordinator will work with MSCFV staff, leadership and volunteers to implement a wide range of fundraising initiatives. In addition, the selected candidate will coordinate with our marketing consultant regarding marketing and communications strategies to bolster these initiatives.

Qualifications

- Minimum Bachelor's Degree or equivalent – degree in Business Administration, Marketing or Communication or a related field is a plus, Masters degree is a plus
- Minimum of five years' experience in a non-profit as a Development Coordinator or a similar role in fundraising and/or donor development
- Experience with Donor Perfect is a plus
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint
- Experience in forging and managing relationships with multiple donor and grant sources
- Experience soliciting donations from individuals, grantors, and businesses
- Outstanding leadership, planning, and project management abilities
- Excellent communication, interpersonal and presentation skills
- Experience in successful grant writing, including a high level of understanding of Maryland State and United States Federal grant application processes and policies
- Must pass a criminal background check

Position Responsibilities

The Development Coordinator is chiefly responsible for management of the organization's development initiatives including fundraising, donor cultivation and partnership building. The Donor Development Coordinator will:

- Work with MSCFV leadership to create a Development and Marketing Plan, including a calendar of campaigns, events, and other fundraising and marketing activities.
- Oversee the implementation of the Development and Marketing Plan.
- Create ambitious yet realistic revenue goals, including short- and long-range plans that ensure MSCFV's sustainability.
- Identify and cultivate relationships with current and potential individual and corporate donors and grantors.
- Implement donor retention best practices, including promptly thanking, personalized communication, and frequent information about what their donations are helping to accomplish,
- Develop a compelling case for support and effectively present the case to donors, community groups, etc.
- Maintain a database of donor information, utilizing the data to optimize fundraising efforts.
- Cultivate relationships with the MSCFV Board of Directors to help strengthen their relationships with the organization and identify each member's annual fundraising commitments.
- Assist Executive Director and Associate Director with drafting grant applications and preparing grant reports.
- Research additional non-governmental grant opportunities to build a robust grants calendar.
- Develop, plan, and manage informational and fundraising events.
- Prepare and present reports on the progress of development initiatives to the Executive Director and Board of Directors.
- Ensure compliance with laws and regulations related to fundraising and non-profit management.
- Recruit, train and support key volunteers for fundraising initiatives.
- Keep abreast of advancements in fundraising and non-profit sector trends.
- Oversee the development budget and monitor expenses.

**The information contained herein is intended to describe the general content of, and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, essential functions, responsibilities or requirements.*

Salary

\$83,000 - \$85,000

Opportunity for future remote work is possible

Interested candidates should submit a letter of interest and resume to Jeanne Yeager at jyeager@mscfv.org