



Percy & Donna Malone
CHILD SAFETY CENTER

Position Title: Development Coordinator

Reports To: Executive Director

FLSA Status: Exempt

Position Description: A full-time professional position which plans, develops and maintains a comprehensive private and public sector fundraising program on behalf of the CSC; identifies and manages funding opportunities through grants and private donations; manages PDMCSC's volunteer program; has primary responsibility for CSC publications, communications and events; and enhances the mission and vision of the CSC.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Identifies, defines and acquires funding resources available to the CSC.
- Designs and implements a comprehensive development program and appropriate marketing strategies.
- Creatively and effectively communicates the mission of the Center to various demographics within various settings.
- Works collaboratively with staff members to identify needs and avenues of economic support for programs/projects.
- Aggressively and appropriately seeks new corporate/foundation/individual funding sources and maintains relationship with current/past donors.
- Designs and implements and/or maintains a structured fundraising program as an aspect of the CSC's overall program and as economic resource development.
- Expands and executes fundraising/promotional events for CSC.
- Develops, strategies for and coordinates all fundraising activities of the CSC in keeping with CSC goals.
- Maintains the CSC donor database with all relevant and up to date information
- Maintains on-going communication and correspondences with current and past donors and supporters that include, but are not limited to in-person contact, phone calls, emails, and mailings.
- Identifies and applies for local, state, federal, private and foundation grants and completes all needed reporting.
- Assist the Executive Director with budgeting and spending of grants.
- Develops CSC publications and communications to include newsletters, annual reports, fundraising materials, website and other social media.
- Actively solicits the involvement of various CSC event committees to effectively implement development strategies.
- Examines ways of packaging and marketing these programs to philanthropic supporters.



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- Recruits, manages, and oversees PDMCSC's volunteer program ranging from individual interns to large philanthropy groups.
- Assists with basic office and IT needs.
- Assists with direct services as needed.

Education and/or Experience, Knowledge, Skills and Abilities: Bachelor's degree in a related field required. Ability to meet people with ease; ability to write and edit effectively; ability to communicate the written and spoken work with tact, diplomacy, and/or authority when necessary; good organizational skills, well disciplined, able to meet deadlines, self-starter, able to work under pressure of many priorities and deadlines; ability to work effectively independently and with volunteers; knowledge of marketing strategies and techniques; knowledge of long-range planning process. Must have highly developed interpersonal skills. **All employees will treat co-workers, volunteers, and others with respect and dignity.**

Physical Demands: The physical demands described here are representative of those 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. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move heavy items.

Special Requirements: Willingness to occasionally work non-standard hours and over 40 hours per week if needed.