

Position: Development Coordinator

SCOPE:

The Development Coordinator supports a dedicated development team. Under the direction of the Director of Advancement & Community Engagement, the Development Coordinator will coordinate, implement, and expand all aspects of Union Station Kansas City's fundraising, membership, volunteer and in-kind donation activities, events, projects, and tasks. Responsibilities include coordinating grant submissions and reports; assisting with the membership outreach and data management; conducting prospect research (corporate, foundation and individual); assisting with donor cultivation; and assisting with donor stewardship, annual appeals, and fundraising events, as well a strong Volunteer Program. Assist with the day-to-day operations of a robust Volunteer Program, including the maintenance of a database, scheduling of volunteers, and covering shifts. This opportunity is ideal for someone interested in gaining and growing development and communications experience and strengthening their project management skills.

RESPONSIBILITIES:

- Provide support for Director of Advancement, Donor Relations Manager, and Membership Manager.
- Understand Union Station's programs, activities, operations, policies, and procedures to perform all duties and achieve goals and objectives.
- Assist with public and private grant requests and reporting – compile necessary materials, write narratives, prepare grant proposals, letters of inquiry, reports and other materials.
- Maintain master grant calendar of upcoming application and reporting deadlines and ensure timely submissions.
- Prepare gift acknowledgement letters and other correspondences.
- Research corporations and foundations and identify local businesses for charitable giving potential.
- Prepare donor prospect profiles and background materials.
- Maintain database of all donors, prospects, volunteers, and grant funders.
- Design and maintain an annual organizational calendar of donor stewardship activities and strategies that advance Union Station donors.
- Assist with corporate sponsorship sales efforts and fulfillment of sponsorship agreements.
- Draft sponsorship agreements and manage coordination of events and activities supporting sponsorships.
- With the Development Team, establish and maintain partnerships with community organizations and businesses to support our mission.
- Procure and maintain mailing and invite lists.
- Create content, write, and edit external communications for social media, newsletters, solicitation letters, Union Station's website, and other pieces as needed.
- Assist USKC Volunteer Program Leads with planning and coordinating volunteer assignments. This includes scheduling volunteers, planning and assisting with special projects, assisting in managing a large volunteer staff, along with maintaining a volunteer database.
- Supervise volunteers.
- Cover positions in volunteer absence.
- Process volunteer applications and update volunteer records.
- Respond to volunteer phone calls and e-mails in a timely manner.
- Enter data to provide timely and accurate tracking of volunteer information in database (paper and electronic).
- Assist with organization of regular volunteer trainings & orientations.
- Manage the scheduling of volunteers utilizing a variety of methods, including online sign-up sheets.
- Support large volunteer groups and work alongside volunteer groups to answer questions, as needed.
- Assist with special projects such as special event planning, especially an annual Volunteer Appreciation event.
- Write and distribute weekly newsletters to volunteers.
- Perform other duties as assigned that may not be within the scope of this position.
- Some evening and weekend work may be required.

DESIRED SKILLS AND EXPERIENCE REQUIREMENTS:

- Possesses a process efficiency approach to drive improved data capture and database management for overall development objectives.
- Experience with Donor Perfect and Donor Search.
- Ability to work autonomously and with limited direction.
- Proven ability and willingness to interact with the public.
- Outstanding written and oral communications skills, as well as listening skills.
- Excellent critical thinking, problem solving and organizational skills.
- Ability to manage multiple projects and deadlines.
- A team player who welcomes collaborative decision making.
- Strong customer service orientation.
- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities ranging from the routine to the highly creative and visible.
- Possess professional maturity, credibility, patience, good judgment, honesty, and integrity.
- Possess strong interpersonal skill and a warm and outgoing personality.
- Ability to lift event boxes, tables and chairs that can weigh 25-30 lbs.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree or Associate Degree preferred
- Two to three years of relevant fundraising experience, preferably in a nonprofit environment.
- General understanding of fundraising and gift development, including campaigns, annual giving, individual midlevel gifts fundraising, planned giving, prospect research, stewardship, and related activities.
- Experience in developing solid working relationships with co-workers, external constituents, and donors.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Union Station Kansas City is committed to employing a drug-free and diverse work force.

EOE M/F/D