

## JOB DESCRIPTION



**Title:** Development Coordinator  
**Department:** Fund Development  
**Status:** Exempt  
**Reports to:** Executive Director  
**Work location:** FOTR headquarters in Plymouth, MI  
**Annual Salary:** Negotiable

*Friends of the Rouge (FOTR), founded in 1986, is a nonprofit organization dedicated to restoration and stewardship of the Rouge River ecosystem through education, citizen involvement and other collaborative efforts. The Rouge River is one of the nation's most polluted waterways and is located in the Metropolitan Detroit area of southeastern Michigan. The Rouge has been the focus of intensive federal, state and local restoration efforts.*

### **Position Background**

The Development Coordinator will work with FOTR staff to steward existing donors while growing FOTR's new donors. The Development Coordinator will work as part of a close-knit team of staff and board members to help secure funding for FOTR's high-impact projects that support the organization's mission. The success of the individual in this position will ensure growth and sustainability of the organization through donor communications, prospect research, and record keeping. The individual in this position will report to the Executive Director and will work closely with the Operations Director, Membership Coordinator, and staff across the organization.

### **Job Duties & Responsibilities**

Duties for the Development Coordinator shall include, but are not limited to, the following:

- Maintain FOTR's tracking system of individual, corporate and foundation contributions, and monthly reconciliation with the finance department.
- Data entry of all contributions.
- Create and distribute timely donor acknowledgement letters in accordance with FOTR's Gift Acceptance Guidelines
- Plan, organize, and coordinate activities for special events.
- Lead management of donor database.
- Create and implement strategies to engage and recognize donors.
- Support strategy and implementation of all campaigns, annual, restricted, and membership
- Grow and sustain general membership to support organizational financial sustainability and grow reach of organizational mission.
- Support staff in researching and coordinating grant application efforts.
- Work with staff on fundraising-related communications and acknowledgements.
- Explore and respond to emerging technologies in the development field.
- Provide support to fundraising events and related activities (weekend and evening hours)
- Direct and manage office and event volunteers including board members, to include organizing, prioritizing, and scheduling work assignments
- Serve as member of the Fund Development Committee and attend all meetings and assist Chair in executing Fund Development Plan

**Required Qualifications**

- Bachelor's Degree.
- Experience working at, or with, a nonprofit organization in fundraising for a minimum of 2 years.
- Exceptional attention to detail and project and records management skills.
- Exceptional written and verbal communication skills.
- Experience with Microsoft software suite (Excel, Word, and PowerPoint) and Donor Relationship Management software
- Donor database, electronic and hard copy records management skills.
- Donor centric approach to the stewardship of relationships with contributors, partners, and stakeholders.
- Demonstrated ability in planning and implementing long and short-range development initiatives to meet established priorities.
- Experience planning and successfully executing fundraising and donor centered events
- Familiarity with grant writing and management, and willingness to learn
- Ability to learn new technology and explain it to others.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- Ability to foster effective working relationships within a team environment.
- Ability to work independently, manage multiple priorities, and take-action with limited resources.
- Ability to conduct research, gather data, analyze information, and prepare reports and other materials.

**Preferred Qualifications**

- Demonstrated commitment to the environment
- Working successfully with volunteers
- Experience successfully writing and managing grants
- Track record of successful fundraising campaigns
- Preference for candidates with Bloomerang or CRM experience

Must be a proactive team player with excellent communication skills, able to multi-task, prioritize and maintain attention to detail. This position requires excellent organizational and customer service skills. Must be willing to work a flexible schedule to accommodate evening board meetings, committee meetings, and special events which may be held during evenings and on weekends. Must have reliable transportation.

**Physical Requirements**

Office work will include extended periods of time sitting while using a desktop computer. Some physical lifting is required (up to 30 lbs.). Outdoor work may involve walking on uneven ground and steep slopes along the river and bending over. Reasonable accommodations may be made to enable individuals with disabilities are able to perform the essential functions.

**Work Environment**

This position is primarily an office position with occasional outdoor work. Outdoor work occurs in all seasons. Flexible hours and work from home options are negotiable.

**Benefits**

FOTR offers a full range of employee benefits including health insurance, matching retirement contributions, paid time off, paid holidays, flex time, flexible work schedule, paid maternity and parental leave, health-based flexible spending account and childcare flexible spending account.

*Successful applicant who demonstrates positive results in job performance will be given career advancement opportunities within the organization.*

**Nondiscrimination Policy**

It is the policy of Friends of the Rouge (FOTR) to provide equal membership, employment and service opportunities to all eligible persons and to administer personnel policies and practices in accordance with all applicable laws.

We do not discriminate on the basis of race, ancestry, creed, religion, color, personal appearance, national origin, citizenship, age, sex, sexual orientation, marital status, parental status, family responsibilities, and the presence of any sensory, physical or mental disability, learning disability, matriculation, membership in any labor organization, lawful source of income, political affiliation, or political ideology.

**Application Instructions**

All interested parties are invited to submit 1) a resume, 2) three references, and 3) a statement indicating why you are interested in this position which describes experience and interest in the position. *Incomplete applications will not be considered.*

Mail/e-mail to: Marie McCormick, executive director, [mmccormick@therouge.org](mailto:mmccormick@therouge.org), 650 Church Street Suite 209, Plymouth, MI. Deadline for submission: July 30, 2019. No phone calls please.

*Updated: June 18, 2019*

**Terms of Employment – At-Will Employment Status**

All persons employed by FOTR, regardless of classification status, are employed on an “at-will” basis. As such, employment can be terminated with or without cause, and with or without notice, at any time, at either your option or the option of FOTR. No supervisor, coordinator, manager, or other representative of FOTR other than the Executive Director has the authority to enter into any agreement or contract for employment for any specified period of time. The provisions contained in this policy supersede any and all previous oral or written statements or representations that have been made by FOTR or by someone purporting to represent FOTR. Employees should be aware, while FOTR employees are required to participate in regular performance evaluation; this evaluation process is not intended to be a means of creating legal rights and does not affect the “at-will” nature of the terms of employment.