

FAMILY ELDERCARE
Development & Events Coordinator
Job Description



Program: Development	Reports to: Chief Dev and Comms Officer
Job Location: Rutherford Office	Position Status: Full-Time
FLSA Classification: Exempt	Salary Range: \$58,572.80 - \$65,000.00

The Development and Events Coordinator cultivates major donors and event sponsors in collaboration with Chief Development & Communications Officer, board of directors, and executive leadership at Family Eldercare.

Essential Responsibilities:

- Serve as major gifts associate by cultivating new relationships, maintaining and strengthening existing relationships for targeted donors and sponsors
- Oversee Fans From Fans and other sponsor-driven events
- Ensure budgets and expenses for events are monitored and that receipts and coding for all expenses are provided to Accounting Dept in a timely manner
- Work with the Chief Development & Communications Officer to plan revenue and expenses for fundraising events
- Use Moves Management approach for a portfolio of targeted potential and existing donors and sponsors
- Work with communications staff to ensure the timely preparation of sponsorship packages and materials, impact stories, and touch points for donor cultivation and stewardship
- Make presentations to companies and groups and serve as ambassador for Family Eldercare in targeted prospect or donor cultivation events
- Achieve annual fundraising goals for targeted donors and sponsorships
- Provide supervision to verify time worked, approve bi-weekly timesheet, and time off requests for direct reports, as applicable
- Provide job-specific training to direct reports as applicable
- Participate in Performance Measure development and tracking for direct reports
- Perform relevant special projects as assigned.

Competencies:

- Public speaking
- Demonstrated track record of successfully acquiring and retaining donors and sponsors at \$1,000 level and up.
- Ability to motivate and manage others
- Ability to thrive in fast-paced environment
- Ability to manage multiple and competing deadlines
- Agility to swiftly change gears without advanced notice
- Driven to meet or exceed goals and performance objectives
- Strong written, verbal, and nonverbal communication

- Proficient in MS software applications
- Ability to apply supervision feedback toward enhanced performance

Education and Experience:

- Associates Degree; or equivalent combination of education and experience
- 2+ years' experience in fundraising, event sponsorships, solicitations, stewardship'
- Event planning experience preferred
- One year of supervisory experience
- Experience delivering exceptional service to clients/customers

Licenses and/or Certifications:

- None

Work Environment:

- Hybrid in office and remote work; with an anticipated twice weekly in-office work
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 20 lbs.

Acknowledgement and Review:

By signing this job description, I acknowledge that I meet the qualifications, and am willing and able to perform all job functions, duties, and responsibilities. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any organizational policies, procedures, practices, guidelines, and processes based on organizational needs.

Print Employee Name:

Date:

Employee Signature: