

Position: Fund Development Coordinator

Reports to: President/CEO

Classification: Full-time, permanent-Exempt

Required Hours: 8:30 AM – 4:30 PM Monday to Friday, some nights, and weekends maybe required.

TRIP is an organization committed to **connecting individuals and families with resources and knowledge to live in desirable homes and create vibrant sustainable communities.** To that end we are seeking a motivated individual with an interest in fund development. The Fund Development Coordinator will work with The President/CEO, The Fund Development & Strategic Investments Committee and The Board of Directors to develop and execute a multi-year fundraising plan. The fundraising plan includes major gifts, annual appeal, planned giving, monthly sustainers' group, special events and capital campaigns, as needed.

As An Equal Opportunity Employer, we commit ourselves to:

Recruiting, hiring, training, and promoting persons in all job classifications without regard to race, color, religion, sex, national origin, disabilities, veteran status, or anyother non-job-related characteristics.

Education & Experience

- 5-10+ years of fundraising experience, including experience closing major gifts and grant writing.
- Knowledge and experience in all aspects of philanthropy, including giving trends, benchmarks, and best practices; research; fundraising techniques and strategies; data analytics; and development operations such as gift processing, prospect and donor research, and fundraising reporting.
- Ability to develop and implement comprehensive fundraising strategies that include a range of funding sources.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships when appropriate.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit “follow through” on tasks and goals.
- Excellent written and oral communication skills with the ability to translate program information to diverse stakeholders ranging from employees, residents, and families to high-net-worth donors.
- Possess a deep respect for the individuals we serve and their families.
- Motivated by TRIP’s mission: connecting individuals and families with resources and knowledge to live in desirable homes and create vibrant sustainable communities.
- Familiarity with donor database entry and protocol

- Working knowledge of Microsoft Office Suite
- Working knowledge of Adobe InDesign
- Bachelor's degree or equivalent relevant experience; Certified Fund-Raising Executive (CFRE) a plus.

Responsibilities

- Develop and lead organizational fundraising strategy and implementation plan to grow current annual fundraising.
- Launch and build the planned giving program to benefit the TRIP with a focus on deferred gifts such as bequest expectancies.
- Manage a portfolio of high-net-worth donors and prospects, developing and implementing tailored cultivation, solicitation, and stewardship plans.
- Engage and mobilize lead volunteers to engage in effective solicitations and other fundraising activities, particularly major donor engagement.
- Research and apply to foundations for grant awards for various programs as needed; manage all aspects of post-award grants including reporting requirements.
- Evaluate progress toward goals and provide regular reporting to President/CEO, The Fund Development & Strategic Investments Committee and the Board of Directors.
- Establish systems, processes, and tools to maximize fundraising capacity including overseeing donor management database.
- Work closely with President/CEO to ensure the integrity of the TRIP brand in all communication pieces and efforts.
- Lead and collaborate with staff on the management and planning of fundraising events and donor receptions.
- Develop print and digital marketing collateral related to fundraising in collaboration with the marketing department.
- Coordinate fund raising special events.
- Direct employee fundraising drives.
- Maintain gift recognition policies.
- Perform other related duties as requested.

TRIP Expectations

- Assumes a posture that models prideful and professional behavior, demonstrating TRIP, vision, and values.
- Adheres to a work schedule/attendance and punctuality as stipulated in TRIP and RCHR Personnel Policies.
- Communicates regularly with the President/CEO on program events, needs, and concerns.
- Serves as a member of the Rental management team in a manner that ensures achievement of the department's plan.
- Accepts the responsibility of effectively discharging their role as Fund Development Coordinator under the expectation of TRIP standards of work performance, which

encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with all policies and procedures.

- Other duties as assigned by President/CEO or designee.

Physical Demands/Environment

- Using fingers to handle or feel; reach with hands and arms.
- Frequently climb stairs; balance; stoop; kneel; and crouch.
- The work environment is that of a typical office/ scattered site residential environment.
- Noise level is moderately noisy to noisy.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Continuous mental, verbal, and visual attention required.
- Regularly lift, move, carry, push, or pull up to 25 pounds.
- Frequent physical activity includes bending and reaching, standing, and walking.

Critical features of this job are described above. They may be subject to change at any time due to reasonable accommodation or other reasons. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.