

**Position Title:**        **Development Coordinator**

**Department:**        **Foundation Development- 8635**

<b>Reports To:</b>	Development Officer, Foundation Development	<b>Classification Code:</b>	
<b>Pay Grade:</b>	E10	<b>EEO Category Code:</b>	
<b>FLSA Status:</b>	Exempt	<b>Approved:</b>	

**SUMMARY:**

In collaboration with the Foundation Development Team, the Development Coordinator provides crucial support for implementing a full range of programs and initiatives for growing our “family” of loyal donors and monetary contributions. In this extremely fast-paced environment, attention to detail and the ability to foster relationships (throughout the CTH system and community) is crucial. Event planning, organized thinking, marketing and solid writing skills are also a must.

**CORE COMPETENCIES/PERFORMANCE STANDARDS:**

An employee must comply with the following core competencies/performance standards.

- Respects and protects the confidentiality of information accessed through one’s employment
- Promotes positive public relations for the organization
- Performs duties in a manner that ensures the employee’s and other’s safety when using the facilities and services of the department and hospital
- Understands and performs duties in a manner consistent with the organization’s mission, vision, goals/philosophies, and professional standards
- Accesses and adheres to all department specific and organizational policies and procedures

**ESSENTIAL FUNCTIONS:**

1. Assists with organizing and running day-to-day functions of the Foundation, including tracking campaigns and contributions, employee giving, grateful patients, major giving and events.
2. Works with the Development Officer, and Finance Department, overseeing record keeping of Foundation restricted funds and the sending of timely thank you letters to donors.
3. Helps plan and execute fundraising events, interfacing with Committee Members and volunteers.
4. Collaborates with marketing team to coordinate, facilitate, support and develop marketing promotional material with organizational goals and strategies in mind.
5. Assists with coordination of fund raising activities for annual support, memorial gifts, special projects, endowments, capital campaigns, planned giving, bequests, trusts, annuities, and life insurance gifts.
6. Assists with implementation of strategies for donor cultivation
7. Oversees donor data base, supporting donor relations initiatives and identifying donor prospects.
8. Provides materials as needed, including donor or prospect research, letters of solicitation or acknowledgement. Provides ongoing tracking and reports on fundraising income and initiatives.
9. With a thorough understanding of CTH programs and services, acts as a CTH ambassador to current and

prospective donors, as well with people throughout the community. Communicates and demonstrates a professional image/attitude for patients, families, clients, and coworkers, which fosters connection.

**ADDITIONAL RESPONSIBILITIES:**

The preceding job statements describe the major duties and responsibilities performed by an employee in this position. An employee may be required to perform other duties in addition to those specifically presented in this description. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The specifications listed below are representative of the education and experience as well as knowledge, skill and ability required. .

- Bachelor's Degree required.
- Three to five years development/sales/marketing experience with event planning expertise.
- Ability to work independently with minimal supervision
- Ability to take initiative and set priorities while remaining flexible in light of changing conditions
- Strong organizational skills and ability to handle multiple projects
- Strong interpersonal and human relations
- Demonstrated ability to communicate effectively in person, in writing and by phone
- Strong Social Media Savvy
- Proficiency in Microsoft Office Suite: Excel, Word, PowerPoint required. Knowledge of CRM or fundraising software, Adobe Acrobat and simple video production skills preferred.

## WORKING CONDITIONS

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met to successfully perform the essential functions of this job.

### PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities  
Show the amount of time by checking the appropriate boxes below.

	— Amount of Time —			
	None	up to 1/3	1/3 to 2/3	2/3 and more
Stand:		X		
Walk:		X		
Sit:			X	
Talk or hear in person:		X		
Talk and/or hear on telephone:		X		
Use hands to finger, handle or feel:		X		
Push/Pull:		X		
Bend:		X		
Climb:	X			
Stoop, kneel, crouch or crawl:	X			
Reach with hands and arms:		X		
Taste or smell:	X			

This job requires that weight be lifted or force be exerted. Show how much and how often by checking the appropriate boxes below.

	— Amount of Time —			
	None	up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds:		X		
Up to 25 pounds:		X		
Up to 50 pounds:	X			
Up to 100 pounds:	X			
More than 100 pounds:	X			
Lift Patients:	X			
Push a wheelchair:	X			
Help patients walk:	X			
Help patients sit up or turn:	X			

X This job has special vision requirements. Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth Perception (three-dimensional vision; ability to judge distances and spatial relationships)
- Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- No Special Vision Requirements

Specific demands not listed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### WORK ENVIRONMENT

This job requires exposure to the following environmental conditions.  
Show the amount of time by checking the appropriate boxes below.

	— Amount of Time —			
	None	up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather):	X			
Work near moving mechanical parts:	X			
High, elevated areas:	X			
Fumes or airborne particles:	X			
Dirt or Dust:	X			
Toxic or caustic chemicals:	X			
Outdoor weather conditions:	X			
Extreme cold (non-weather):	X			
Extreme heat (non-weather):	X			
Risk of electrical shock:	X			
Work with explosives:	X			
Risk of radiation:	X			
Infectious Medical Waste:	X			
Vibration:	X			

The typical noise level for the work environment is:

Check all that apply.

- Very Quiet
- Quiet
- Moderate Noise
- Loud Noise
- Very Loud Noise

Hearing:

- Ability to hear alarms on equipment
- Ability to hear client call
- Ability to hear instructions from physician/department staff

### REPETITIVE MOTION ACTIONS

	— Number of Hours —				
	0	1-2	3-4	5-6	7+
<b>Repetitive use of foot control</b>					
A. Right only	X				
B. Left Only	X				
C. Both	X				
<b>Repetitive use of hands</b>					
A. Right only		X			
B. Left Only		X			
C. Both		X			
<b>Grasping: simple/light</b>					
A. Right only		X			
B. Left Only		X			
C. Both		X			
<b>Grasping: firm/heavy</b>					
A. Right only	X				
B. Left Only	X				
C. Both	X				
<b>Fine Dexterity</b>					
A. Right only			X		
B. Left Only			X		
C. Both			X		

**Receipt and acknowledgement**

I acknowledge and understand that:

- I have received and read the information presented in the job description for the position in which I am employed.
- I understand the contents of the job description are requirements and, at this time, I know of no limitations, which would prevent me from performing these functions with or without accommodations.
- I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

Employee Name (please print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_