WORLD EVANGELICAL ALLIANCE

POSITION GUIDE

Title: Fundraising Coordinator
Status: Ongoing Contract - Approx. 100 hrs (usual avg. 25 hrs per week)
Compensation: TBD
Reports To: Director of Development
Works With: Development Dept. staff, Communications Dept. staff, Other global teams
Location: Home-Based

Summary

This role is designed to assist the Development Department to fulfill its annual plan, meet its fundraising objectives, foster loyal donor relations and ensure a smooth-running department. Areas of focus include: fundraising project implementation coordination; donor base management; donation processing, acknowledgements and reports; report writing and administrative support to the Director.

Fundraising Projects:

- email, web, social media, direct mail, phone, virtual events, misc. communication tools
- set up campaigns in project mgmt software and CRM
- monitor calendar of project schedules
- assign tasks and deadlines and ensure follow thru
- collect creative elements
- proof copy, art and other and get all required sign offs
- select and proof data pulls
- coordinate with external suppliers
- coordinate with Communications Dept.
- launch email blasts
- trouble shoot problems
- keep accurate, organized records
- keep Director informed
- run response, revenue and expense reports
- write final project summary report
- create and document systems

Donor Base Management:

- Salesforce CRM, iContact email platform
- Ensure accurate donor data

- Enter off-line transactions (low volume)
- Process donation acknowledgement letters and receipts
- Run reconciliation and other reports
- liaise with Acct Dept as required
- create and run various donor base reports
- create project-related output files
- implement marketing automation functionality where applicable
- respond to donor requests
- create and document systems

Administrative Support:
- assist Director with meeting coordination and preparation
- attend mtgs as requested to write and provide Director with meeting notes
- assist Director with workflow management and schedule
- assist Director with email and other communication
- assume various day to day business tasks as requested from time to time
- create and maintain spreadsheet projections and reports
- keep Dev Dept team members informed

End