



JOB DESCRIPTION

JOB TITLE: Fund Development Coordinator

FLSA STATUS: Full Time - Exempt

DEPARTMENT: Administrative

DATE: June 2021

REPORTS TO: Executive Director

POSITION SUMMARY: Organize events and campaigns to raise money and other donations for Ascend Services, Inc. Develop relationships with current and potential donors. Increase awareness of Ascend's mission, goals, and financial needs within the community.

ESSENTIAL JOB FUNCTIONS:

- Create a strong fundraising message that appeals to potential donors
- Write grant proposals and reports
- Research potential donors
- Organize events that will lead to soliciting donations
- Identify and contact potential donors
- Plan and execute fundraising events
- Train volunteers in fundraising procedures and practices.
- Support overall fundraising events
- Manage the fundraising database and forecasting tools
- Evaluate the success of previous fundraising events
- Build relationships with community members
- Ensure that all legal reporting requirements are met
- Other duties as assigned.

JOB REQUIREMENTS:

EDUCATION:

Bachelor's Degree preferably in one of the following areas: public relations, journalism, communications, English, or business.

EXPERIENCE:

- Minimum of 3 years' experience in grant writing, fundraising, marketing, and/or written business development.
- Exceptional writing and editing skills
- Strong communication skills
- Availability to work after hours on occasion for special events
- Full fluency in Excel, Word and PowerPoint.

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SKILLS:

Must have excellent interpersonal and communication skills. Must have good organizational skills. Must have a valid Wisconsin Driver's License with a good driving record and be able to meet Ascend Insurance Carriers Vehicle Insurability Standards.

SUPERVISORY RESPONSIBILITIES:

None

TYPICAL PHYSICAL DEMANDS:

Requires sitting, standing, bending and reaching. Ability to operate standard office machines such as computers, fax machines, calculators, telephone and other office equipment.

WORKING CONDITIONS:

Works in a typical office setting both on and off site.

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Employee Print Name

Employee Signature

Date

Supervisor's/HR/Exec. Director Signature

Date