

## **DEVELOPMENT COORDINATOR JOB DESCRIPTION**

The Springs Valley Education Foundation is seeking an enthusiastic and experienced part-time Development Coordinator to plan and manage our fundraising strategies and activities.

### **MISSION STATEMENT:**

To increase the educational opportunities of Springs Valley students. We believe an investment in children is an investment in our community and in our future.

### **ESSENTIAL RESPONSIBILITIES OF THE DEVELOPMENT COORDINATOR**

#### **QUALIFICATIONS:**

- A Springs Valley graduate is preferred but not required.
- Strong interpersonal and communication skills.
- Excellent written and verbal communication skills.
- Proficiency in using fundraising software and donor databases.
- Ability to work independently and as part of a team.
- Strong knowledge of fundraising strategies, techniques, and best practices.
- Ability to update and maintain websites and social media sites.
- A deep commitment to the mission and values of the organization.

#### **SPECIFIC RESPONSIBILITIES:**

- Administer activities sponsored and organized by the Foundation
- Secure financial support from individuals, alumni, businesses and others
- Communicate effectively with donors, other organizations, board members and volunteers
- Maximize Foundation benefits from special events
- Cultivate and steward donors through relationship building, recognition, and donor events
- Represent the Foundation at various school, social and civic functions as needed
- Maintain positive working relations with school administrators, teachers and Board of Directors.
- Work autonomously with accountability to the board president and the board of directors
- Create materials used for fundraising events
- Update website and social media sites as needed
- Attend the 2-day IU School of Fundraising Workshop in Indianapolis.

#### **COMPENSATION**

Compensation will be based on experience with the expectation of \$20 per hour.

This position is the result of a 2-year grant and continuation of the position depends on meeting the goals of the grant. The hourly pay will be on a contract basis.

**Please submit your resume and cover letter to [toddmarshall@svalley.k12.in.us](mailto:toddmarshall@svalley.k12.in.us). Initial interviews will be conducted through Zoom, and applicants will be expected to prepare and deliver a slide presentation during the interview process. Interviews are slated to commence in January 2024, with the goal of having the Development Coordinator assume responsibilities in April.**