

Development Coordinator Position
Education Foundation, Inc. of Caldwell County

Our full-time development coordinator position supports the Foundation with day to day administrative and organizational tasks, including coordinating school materials, handling correspondence, financial reconciliation and preparing reports and documents for distribution as needed. The position helps to drive non-profit fundraising by managing the donor database, and the overall process of our programs, projects and events.

The role requires strong organizational, time-management and communication skills, as well as the ability to maintain confidentiality. Key responsibilities also involve meeting and event planning and support, handling office-related duties, and acting as a liaison between the director and others interacting with donors, board members, volunteers and school staff.

The ideal candidate will likely have a bachelor's degree in nonprofit management, business, marketing or community development, or an associate's degree with related work experience. One to three years of experience in fundraising, donor relations or nonprofit administration in any capacity is preferred.

Key responsibilities:

- **Administrative support:** Maintain schedule and information for school notifications, handle emails, phone calls, and mail and prepare correspondence for donations, grants, scholarships and programs.
- **Document preparation:** Professional writing capabilities. Draft, edit, and organize various documents as needed.
- **Donor database management:** Maintain databases for donor connection.
- **Financial accountability:** Monthly QuickBooks reconciliation, bill processing and grant and scholarship award payments. Maintain proper documentation of all donations and financial records.
- **Program and project execution:** Organize and execute assigned programs and projects.
- **Meeting and event support:** Assist with all Foundation meetings and events and help organize them.
- **Office management:** Order office supplies, manage filing systems, and handle other general office duties.

- **Liaison and communication:** Great interpersonal skills. Act as a point of contact for the Foundation, filtering information and ensuring smooth communication. Notifications to the Board of Directors for meetings.
- **Confidentiality:** Handle sensitive information with the utmost discretion and professionalism.
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Required skills and qualifications:

- Skilled in Microsoft applications; Word, Excel and PowerPoint, QuickBooks and Google docs.
- Ability to handle confidential information with discretion.
- Effectively communicate with Board members, donors and staff.
- High level of organizational, time management and customer relations skills.
- Detail oriented, accurate and able to act autonomously with minimal supervision.
- Ability to work well under pressure if needed.

The development coordinator will be required to learn and perform all duties related to the programs, projects, grants, scholarships and special activities offered by the Foundation with support by the executive director, Board of Directors and volunteers.

The description of the Education Foundation’s Development Coordinator is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible responsibilities, tasks and duties. Other job duties may develop as the Foundation grows.

The position will pay a minimum of \$25 per hour.

The position will offer medical/dental insurance for the employee.

The Education Foundation, Inc of Caldwell County does not discriminate in employment based on race, religion, sexual orientation, national origin, political affiliation, disability, age, marital status, medical history, parental status or genetic information.

To Apply:

Please email your resume and cover letter to educationfoundation@caldwellschools.com with the subject line Development Coordinator Application. We thank all applicants for their interest, but only those selected for an interview will be contacted. A background check will be required.

Development Coordinator – Additional Details

The Education Foundation Inc. of Caldwell County strives to assist teachers and students with education opportunities and supplies. The Development Coordinator functions as office and site personnel and works under the direction of the Executive Director.

The following list offers a more detailed breakdown of the duties and skills needed.

- Plan, direct, coordinate, and lead activities of Foundation projects and programs to ensure that goals, objectives, and all elements are accomplished within the prescribed time frame and funding parameters.
- Develop budgets for projects/programs, staying within project budgets approved by director and board, implement procedures for accomplishing projects, volunteer requirements and available resources to various phases of projects.
- Establish work plan and volunteers for each phase of projects/programs.
- Coordinate with director on public outreach, press releases, public presentations of the work and website development and content.
- Research grant funding sources, grant writing and budget planning for ED and board approval.
- Organize, remind, and schedule appointments
- Distribute email, correspondence, memos, letters and forms
- Assist and complete all information to send to schools about grants, scholarships and various offerings for teachers and students
- Maintain, update, copy office policies and procedures
- Maintain filing system
- Report office needs to the director, research suppliers and costs
- Maintain and update contact lists
- Learn and perform non-profit bookkeeping in QB, make deposits, pay bills
- Provide general information to school personnel
- Work in all Microsoft products, including Publisher
- Organize all forms, scholarships, grants and prepare for grants committee
- Train in website and perform all updates
- Maintain Annual Fund Drive documents
- Perform any other duties related to the Education Foundation office per the director including duties related to board meetings, Kaleidoscope, Apples & Treats for Teachers and other programs

Board Meetings:

- Attend and take attendance, donations, etc. at each board meeting. Prepare name tags for board members, and copies for the meetings. Keep RSVP lists and email members accordingly per direction of all board meetings and send reminders

Marketing:

- Maintain Foundation Website & FB Page
- Create and maintain Donor Communications newsletter and email contacts

Kaleidoscope Duties:

- Manage all preparations including office prep and all Civic Center preparations during auditions, dress rehearsals and showcase including clean-up
- All communications and notifications to teachers and students
- Create Kaleidoscope Program
- Contact Sponsors, Judges, Emcees and Volunteers
- Meet with Civic Center in preparation for Showcase

Apples & Treats for Teachers and Staff:

- Manage all aspects
- Work with director and volunteers to complete

Angel Center Duties

- Assist with meetings preparation and clean-up
- Meet service individuals at the Angel Center and set up appointments if needed

Teacherage duties

- Assist tenants/future tenants when requested
- Meet service individuals for appointments

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