



Job Description

Job Title:	Development Coordinator	Reports To:	Vice President of Development
Job Code:		Department:	Development
FLSA:	Non-Exempt	Salary Grade:	\$34,279-\$42,851
Created:	XX-XX-XXXX	Revised:	07/08/2019

Please apply at: www.porterleath.org

About Porter-Leath

For more than 160 years, Porter-Leath has been dedicated to helping vulnerable children within the Memphis area. We continue to support children and their families through multiple programs, including foster care placement, parent education, a residential facility, and early childhood education programs.

Porter-Leath is accredited by the Council of Accreditation, demonstrating our commitment to best practices standards across our agency. Additionally, our Early Head Start and Head Start programs boast NAEYC (National Association for the Education of Young Children) accreditation, which requires our programs to set and maintain high standards.

Job Summary

Under the direction of the Vice President of Development, the Development Coordinator will assist with various departmental activities including but not limited to: advancing the agency's mission through successful fundraising, event support, and representing the agency at community events.

Supervisory Responsibilities

This position does not include any supervisory responsibilities.

Essential Job Functions

1. Fundraising through new partnerships and relationships, in addition to maintaining existing donors.
2. Compliance with deadlines to ensure timely operations for the Development Department.
3. Represent Porter-Leath at United Way speaking engagements and other community events; coordinate and calendar United Way events for agency speakers.
4. Lead key areas to ensure the successful implementation of special events, including working shifts at events.
5. Actively manage entry level donors to ensure stewardship and continued giving.
6. Works with the Engagement Manager to solicit support from volunteer groups.
7. Work with the Communication Manager to organize and maintain email databases
8. Provide support in the area of media content generation and publication, including image and video design.
9. Complete event logistics under the supervision of the Vice President of Development.
10. Work with Development Associate to ensure all communication campaign lists are prepared prior to printing and that collateral is printed, assembled, and mailed appropriately.



11. Present Porter-Leath to public audiences through effective communication and interaction with groups, community resources, staff, management and Board members.
12. Conduct new donor prospecting and research.
13. Contribute to team effort by performing other duties as assigned.

Qualifications

- Bachelor's degree in Marketing, Public Relations or a related field is required.
- One year direct involvement in clerical office support, fundraising activities, planning special events or volunteer coordination is required.
- Experience with public relations is preferred.
- Fundraising (Salesforce) and email marketing (Constant Contact) database experience is preferred.
- Excellent oral communication skills to communicate effectively and confidently to diverse groups of people.
- Excellent written communication skills to include knowledge of correct spelling, grammar and punctuation.
- Public speaking skills to effectively and confidently communicate with large and small groups.
- Excellent computer skills to include Microsoft Word, Excel and PowerPoint, database management, Google Docs, email and Internet.
- Organizational skills to determine workload priorities and complete a variety of tasks comprising a heavy workload in a timely manner.
- Skill to evaluate given information, research additional information needed and evaluate and compile the information.
- Record keeping skills to maintain accurate, up-to-date files so that information is readily researched and retrieved.
- Ability to maintain confidentiality and objectivity.
- Ability to work as a team player to interact and assist all employees as necessary.

Physical Demands

Performs essential job functions in established office environment under normal lighting and climate control tolerance. Regularly required to stand, walk, touch, handle objects with hands, feel, reach, see hear and speak, and sit. Occasionally lifts and/or moves up to 40 pounds. Specific vision abilities required by this job include close vision, and color vision. The noise level in the work environment is usually moderate. This is a non-smoking workplace environment.

Special Conditions

Maintains an operable vehicle with valid registration, valid driver's license, and good driving record with an appropriate level of insurance. Ability to travel from administrative headquarters to all sites on a regular basis.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.



PORTER - LEATH
Better Children. Better Families.

Employee Name (Please Print)

Date

Employee Signature