TITLE: Fundraising Coordinator

REPORTS TO: Executive Director

1. In coordination with the Executive Director, develop and implement annual fundraising plan for increased financial support for WCSC's programs and services;

2. Act as liaison between the Executive Director and the different fundraising committees, to include attending meetings;

3. Maintain and build upon the organization's existing base of donors through expansion of current corporate donors, event sponsors, and individual outreach;

4. Retain existing volunteers and recruit new volunteers for various fundraising-related committees. Maintain a directory of these volunteers;

5. Represent WCSC with a variety of external audiences, including corporate/individual donors, government agencies, elected and non-elected officials and foundations;

6. Research potential grant sources, and assist administrative staff with the writing of new and renewal grant proposals;

7. Manage existing fundraising events and develop new special events. Lead event committees with the set-up, execution, and break-down of each event;

8. Manage the public relations and marketing for all fundraising events, in conjunction with the Communications Coordinator;

9. Create and maintain written procedures, timetables, committee members, and sponsors for each fundraising event;

10. Implement and oversee agency-wide fundraising software with specific emphasis on event and donation management;

11. Oversee all fundraising mailings, and coordinate volunteers to assist with the mailings;

12. Collaborate with the Communications Coordinator on the development of newsletters; Create, schedule and disseminate fundraising emails, videos and other informational and promotional materials for stakeholders;

13. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks;

14. Assumes other responsibilities as assigned.

Computer skills are essential: experience with Microsoft Word, Excel, and PowerPoint preferred. Knowledge of search engines and fundraising/CRM applications required; daily working aptitude with Network for Good donor management software preferred. Some local travel and the ability to work beyond traditional business hours are required.