



**JOB DESCRIPTION**

**Unlimited Possibilities (UP) is an Equal Employment Opportunity (EEO) employer:** We prohibit unlawful discrimination on the basis of any characteristic protected by applicable local, state or federal law.

<b>Title: Philanthropy Coordinator</b>	
Dept: Philanthropy	Classification: Non-Exempt, Hourly
Reports to: VP, Philanthropy & Marketing	Updated: 8/2022

**POSITION SUMMARY**

**DUTIES AND RESPONSIBILITIES**

The Philanthropy Coordinator is an integral part of the day-to-day operations of the Philanthropy team, providing database, administrative, fundraising and event support.

- Responsible for database services, including data entry, maintenance of constituent records, donor gift receipts, gift acknowledgements, queries and reports, batching and mail merges.
- Prepare agendas, meeting materials, and minutes as needed.
- Department financial support including process all incoming gifts and gift designation; check requests and invoices; interface with Finance department for routine reconciliation procedures.
- Scheduling of meetings and strategy sessions required for Philanthropy team.
- In collaboration with the Philanthropy Manager, design a direct mail program including scheduling, donor lists, letter writing and production.
- Prepare quarterly content for internal and external newsletters.
- In collaboration with the Donor Relations Specialist, assist in writing and preparing grant proposals.
- Support Philanthropy team in administrative duties relating to all special events.
- Research, solicit and steward silent and live auction donors.
- Research, identify and manage relationships with third party event donors.
- Assist in the preparation of a pre- and post-event analysis, presenting opportunities for improvement and growth.
- Work in collaboration with the Philanthropy Manager on all event related tasks.
- Other duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency in Microsoft Office Suite and Internet, including ability to efficiently create and manipulate Excel data, as well as mail merging.
- Proficiency or 1 to 2 years hands-on experience with Raiser's Edge database software preferred, or similar donor management system.
- Good writing, grammatical, punctuation, spelling, and proofreading skills.
- Communication skills including strong interpersonal skills, ability to speak, read and write effectively in the English language.
- Ability to work both collaboratively and independently.
- Ability to organize, prioritize and meet deadlines.
- Ability to multi-task, and deal with frequent interruptions.
- Ability to exercise independent judgment and reach logical, practical decisions.
- Ability to maintain confidentiality and exercise discretion.

### **Physical Demands and Work Environment:**

- Ability to perform various tasks including stand; walk; sit; use hands; reach; climb stairs; balance; stoop, kneel, crawl or sit on the floor; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds.
- Hearing – Ability to communicate and exchange accurate information with the general public, including consumers and supervisors.
- Visual – Ability to identify and observe details in various ranges.
- Ability to work with moderate noise level in the work environment.

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## REQUIREMENTS

- Bachelor's degree or equivalent work experience required.
- At least 2 years' experience in administrative capacities.
- A minimum of three years of progressive development and fundraising experience in a nonprofit setting required.
- The position requires local travel. Must provide proof of valid California driver license and automobile insurance upon hire and at expiration thereafter. Must have reliable means of transportation.
- Must successfully pass job-related drug screen, background check, and be eligible for acceptance by our company commercial auto policy based upon DMV report with annual review thereafter.
- Provide proof of negative tuberculosis test result; maintain clearance annually.

I have read and understand the essential functions of the job.

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Signature

Date