



Job Title: Development Coordinator

Program: Margaret Stuart Youth Home

Reports to: Development Director

Effective Date:

Job Summary: The Development Coordinator develops and implements efforts to raise revenue through donations, events, grants and planned gifts that enhance and serve the programs, services and the mission of Youth Homes (YH) in Helena.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Works to raise money for Margaret Stuart Youth Home.
- Solicits donations from individuals and write grants to support the services provided at the Margaret Stuart Youth Home.
- Clearly articulate the needs of the youth in our care in writing, social media, website and all development materials.
- Works to increase support through clear, compelling and accessible methods.
- Provides materials and supports Dan Fox Family Care Program's Assistance Committee in recruiting quality foster and adoptive families in the Helena area.
- Insures quality information about donors.
- Assists in timely thanking persons, businesses and others who generously support the YH.
- Execute development tasks
 - Solicit individual donations and sponsorships for the support of the programs.
 - Coordinate all activities as related to fundraising for local services with the Youth Homes' service leaders in Helena.
 - Maintain a fund development plan for the Youth Homes in the Helena area.
 - Write grants for annual and capital needs.
 - Organize and implement events for the local community to support the services of Youth Homes in the Helena area.
 - Annual event(s)
 - Christmas and other times appeals
- Assist with effective communications
 - Assist with general correspondence for marketing and public relations.
 - Coordinate timely written thank you and receipt to givers, grantors, donors and benefactors within 14 calendar days with personal thanks for major donations.
 - Give quarterly reports to Development Director of donations raised.
 - Coordinate non-profit status mailings, appeals, newsletters, etc.
 - Maintain donor mailing list
 - Do mailings of newsletters, reports, appeals, etc.
 - Do clerical work.
 - Other duties and tasks as assigned by supervisor.
- Work with Helena Assistance Committee
 - Provide staff support for meetings of Assistance Committee in coordination with local Youth Homes' Program Leaders.

- Assistance Committee works to promote foster and adoptive services and assists in recruiting families for those purposes.
 - Works with Marketing Manager to provide materials for recruitment.
 - Manages relationships with all forms of local media.
- Assist Program Director and Clinical Supervisor and Committee members as needed.
- Corporate donor database
 - Maintain records of gifts, grants and donors.
 - Make lists and reports.
 - Coordinate efforts related to data and reporting
- Marketing
 - Participate in development of the Youth Homes' marketing plan for Helena area.
 - Work with Helena Program Staff in accordance with the marketing plan.
 - Coordinate efforts with the Marketing Coordinator in Missoula.
 - Do public appearances with media, local service organizations, and government agencies to communicate need for support, including needs for foster/adoptive parents.
 - Establish and maintain positive community relations.
- In -Kind Donations
 - Identify needs, keep list and communicate those needs to community.
 - Maintain list of need on website and update as needed.
 - Organize, collect and distribute in-kind donations.
 - Work with volunteers to solicit and distribute in-kind donations.
 - Track and send thank you for all in-kind donations.
- Coordinate volunteers as needed
 - Recruit volunteers as needed for specific tasks.
 - Develop volunteer job descriptions.
 - Orient and train volunteers.
 - Coordinate work with service clubs.
 - Work on adopt-a-home efforts.
- To work as part of a corporate team.
- To operate within the philosophical and administrative guidelines of Youth Homes.
- To understand and follow all applicable Corporate Policy, Requirements, State and Federal Laws and generally accepted professional, ethical development practice.
- To always consider the best interests of the children in the care of Youth Homes.
- To give others respect and consideration in dealings with them.
- To use the best possible judgment and the most available information and input in making program and decisions.
- To seek guidance necessary for prudent action.

Required Skills/Abilities:

- Solid moral character.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- A bachelor's degree in marketing, business, communications or a related field is preferred.
- Experience in sales or fundraising.
- Experience with non-profits and youth services is preferred.
- Preference for those with fund development experience.
- Work related to communications and databases with computers.

Physical Requirements:

- Ability to lift 50 lbs. as needed.
- Ability to climb stairs as needed.

Employee Classification, Compensation and Benefits:

- This position is a Full-time, Non-Exempt position.
- Compensation is based on range established in the Youth Homes' Salary Schedule.
- Youth Homes provides a generous benefit package inclusive of employer funded:
 - Annual Leave, Exceptional Leave, Educational Leave.
 - Long-term Disability and Life insurance.
- Employer contributions to:
 - Health Insurance.
 - Health Savings Account
 - 401(k)
- Available access for employee funded:
 - Dependent care flex account.
 - Dental insurance coverage.
 - Vision insurance coverage

Employee Signature:

Date: