Position Description

Job Details

Job Title:	Development Coordinator-Corporate Partnerships
FLSA:	Nonexempt
Position Type:	Full-time
Interview Group:	Regional Development Executives
Reports To:	Manager Corporate Partnerships
Location:	Denver, CO
Date Modified:	July 17, 2017

Description

The primary purpose of this position is to support the identification and cultivation of corporate donors. This position collaborates with the Manager of Corporate Partnerships in the development of corporate relationships and the major gifts team in raising more than $10+ million annually. Additionally, this position helps expand College Fund capacity by garnering resources and implementing its strategic initiatives to increase revenue and raise awareness of the organization.

Incumbent must share the College Fund's core guiding principles: To be appropriately inclusive and supportive; to consider and communicate thoughtfully; to trust and respect the diverse expertise and knowledge of team members to empower accountability and productivity; to support problem-solving, creativity, and innovation to effectively achieve goals; and to embrace the College Fund's diversity and ability to work as a united team. This position works closely with Resource Development team members and across department lines in its fundraising efforts to achieve team and organization objectives. As such, a commitment to these principles is critical to successfully executing the duties of this role.

Essential Job Functions

1. Facilitates donor identification and transition to corporate portfolio
   a. Qualify high level donors through research and personal outreach
   b. Cultivates and transitions identified donors

2. Assists Manager of Corporate Partnerships in the development of corporate relationships
   a. Supports creation and execution of strategic donor action plans
   b. Tracks progress of donor action plans and makes cultivation recommendations to major gift officers
   c. Conducts on-going strategic research and outreach for current and prospective major donors

3. Consistently enters all activities into Raiser's Edge

4. Develops innovative solutions and ideas to optimize fundraising potential

5. Other duties as assigned

Job Requirements

Competencies
- Familiarity with philanthropic sector and understanding of concepts and trends within corporate fundraising
- Proficiency in Microsoft Office Suite
- Solid knowledge of donor relational database software is essential, with Raiser's Edge experience preferred
- Ability to work well within a diverse team and across departments
- Flexibility to adapt to a fast-paced and dynamic work environment
- Ability to multi-task, organize and meet deadlines
- Excellent verbal and written communication skills
- Successful experience "managing up"
- Understanding of the principles of donor prospect research
- Personal characteristics sought include initiative, discretion, mature judgment, positive behavior and performance
- Knowledge of and/or interest in learning about American Indian Alaska Native education

Education/ Experience
- Bachelor's degree or equivalent experience
- 2+ years of experience in fundraising or sales. Experience in the following areas strongly preferred:
    - Donor research
    - Donor cultivation and stewardship
    - Extensive verbal and written donor communications

Work Environment and Physical Activities

- Professional office environment
- Frequent keyboarding
- Lifting from 10 – 20 pounds
- Some travel

Note: The intent is not to provide an exhaustive list of all duties, responsibilities, or qualifications associated with this position. Incumbent may perform other duties as assigned.

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