



Foundation Coordinator Job Description (revised 5/4/17)

POSITION SUMMARY:

The Foundation Coordinator is a full-time, salaried position with benefits, serving as the principal support staffer for daily operations of the Great Rivers Greenway Foundation. The Foundation was created as a 501(c)3 nonprofit organization with the sole purpose of generating philanthropic support of Great Rivers Greenway's mission, programs and projects while building a community of people to support and enjoy the greenways. This position plays a crucial role in building a development and fundraising program.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Chief Development Officer
Supervises: Not Applicable
Collaborates with: All staff, board and partners

ESSENTIAL FUNCTIONS:

- Efficiently process donations and correspondence.
 - Assist in designing and implementing a back office foundation support system.
 - Process donations and prepare acknowledgement letters.
 - Maintain gift records and management, including tracking, updating and maintaining all current and prospective donor activities and interactions into the Raiser's Edge database.
- Provide clerical and logistical support for Foundation operations.
 - Research and prioritize donors and opportunities, including preparing case statements, proposals, grant applications.
 - Prepare for Board of Directors meetings, annual filings and other administrative tasks as needed.
- Assist with managing the programs of the Foundation.
 - Support the Greenway Friends membership program through membership mailings, renewals, procuring and purchasing giveaways.
 - Support special event planning, coordination and execution.

POSITION QUALIFICATION REQUIREMENTS

Education/Training:

- Bachelor's degree preferred or significant current work experience to substitute for degree.

Experience:

- Minimum of three (3) years of donations processing experience

Skills and Abilities:

(These may be representative but not all inclusive of those commonly associated with this position.)

- Be self-directed and possess sound judgment.
- Read, write and disseminate information accurately.
- Excellent communications and relationship building/interpersonal skills.
- Strong customer service skills.
- Comfortable interacting with high profile Board members, prospects and donors.
- Flexibility with ability to work in a fluid environment.
- Ability to organize and prioritize work with excellent attention to detail.
- Ability to coordinate a variety of unrelated functions and handle several projects concurrently.

Computer Skills:

- PC operation at an intermediate level
- Ability to learn software applications necessary
- Proficient with Microsoft Office
- Thorough knowledge of and proficiency with Raiser's Edge software strongly preferred

Machines, Tools, Equipment and Work Aids:

(These may be representative but not all inclusive of those commonly associated with this position.)

- PC and associated software, commercial printer, telephone, copier

License(s)/Certification(s) Required:

- None required

On-The-Job Training Time:

- Three (3) months to six (4) months, depending on previous experience

Physical/Visual Activities or Demands:

(These may be representative but not all inclusive of those commonly associated with this position.)

- While performing the duties of this position the employee is regularly required to sit, talk, hear, stand, and walk. The employee is frequently required to use hands to feel and reach with hands and arms. The employee is occasionally required to lift up to 20 pounds. Vision requirements include close vision, ability to adjust and focus, distance vision (clear vision at 20 feet or more), ability to identify and distinguish colors, peripheral vision, ability to judge distances and spatial relationships.

Work Environment:

(These may be representative but not all inclusive of environmental and atmospheric conditions commonly associated with this position.)

- Primarily normal office conditions; the noise level in the environment is moderate. Occasional exposure to weather conditions when necessary. Possible exposure to occasional loud noises.

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