



**Family Promise of Escambia County is seeking a Part Time Development Coordinator**

The mission of Family Promise of Escambia County (FPEC) is to help families experiencing homelessness and low-income families achieve sustainable independence through a community-based response.

**Overview of Position:**

Family Promise of Escambia County is looking for a Development Coordinator. This position is essential to growth and long-term sustainability. The Development Coordinator is responsible for fundraising, marketing and stewardship activities. They will help maintain our positive reputation and achieve fundraising goals.

**Key Responsibilities:**

**Community Relations/Communication/Marketing (35%):**

- Promote Affiliate's image in the community via web, visual, written materials.
- In conjunction with Executive Director, cultivate relationships with businesses, individuals, media outlets and foundations that will create new sources of philanthropic support for Affiliate.
- Ensure Family Promise of Escambia County has web presence, including social media and e-blasts.
- Provide tours of Family Promise and information sessions to raise awareness of Affiliate.
- Work with staff to gather stories of guest and volunteers to use for marketing purposes.

**Individual Giving Cultivation & Stewardship (35%):**

- Implement, manage, and assess the development plan, catered to individual giving.
- In Conjunction with the Executive Director, cultivate, steward, and expand relationships with donors, providing excellent service rooted in fundraising best practices and our values.
- In conjunction with the Executive Director, report to donors on the use of gifts, arrange meetings with donors, and help celebrate/acknowledge gifts.
- Ensure appreciation/thank you notes/tax receipts/phone calls are completed in a timely fashion.
- Responsible for fundraising events and friend-raisers.
- Send out targeted direct mail and e-mail campaigns.
- Maintain donor database, entering new donors, contacts and donations/grants. Ensure database is accurate, updated regularly and data is reportable.
- Engage and lead the development committee in stewardship and marketing efforts.

**Grant Administration (25%):**

- Grant-writing and grant reporting.
- Maintain relationships with foundation partners as well as government partners.
- Support Executive Director and team to develop individual program budgets; work with case management team to operate within grant reporting guidelines.

**Administrative (5%):**

- Answer calls from prospective donors (financial, item donations) and prospective volunteers.
- Answer door and collecting new donations, greeting families, etc.
- Assist with maintaining accounting systems capturing pledges, billings and receipts.
- Additional responsibilities as needed.

**The Development Coordinator will possess the following knowledge, skills and abilities:**

- Excellent communication skills, both verbal and written.
- Fundraising experience, specifically individual giving cultivation is a must.
- Have a positive, energetic, 'get-it-done' attitude.
- Be personable and professional with the ability to interface with diverse constituents, including government, corporate and faith-based partners.
- Outstanding organizational, judgment and problem-solving skills. Solid intuition is a must.
- Excellent computer skills, including database management experience.
- A track record of setting up systems to get things done. Can self-manage and focus on multiple projects/ deadlines at the same time; attention to details.
- A commitment to high professional ethical standards, discretion, and confidentiality. Operate with professionalism, integrity and honesty.
- Able to lift up to 25 pounds.
- Have a Bachelor's Degree.
- Have experience with a growing organization, evaluating opportunities and capitalizing only on the ones that align with growing our mission.

**Work Environment & Measuring Success:**

- The Development Coordinator reports to the Family Promise of Escambia County Executive Director.
- Family Promise is comprised of a small staff and a large pool of volunteers.
- The staff offices are located in the Day Center for the hospitality shelter network.
- This position's success is measured by: fundraising benchmarks, expanding brand/marketing reach, and increased success in keeping families together in a safe environment.

**Compensation**

- This is a part-time hourly position with generous PTO; hourly wage range is \$19-\$22
- Mileage reimbursement for work-related car travel.

**Application Instructions:** Applicants will *email* cover letter, resume and statement of availability to [lclark@familypromisescambia.org](mailto:lclark@familypromisescambia.org). Please include the words "Development Coordinator" in subject line.