Adoption Rhode Island
Children First, and Always.
290 West Exchange St., Suite 100 • Providence, RI 02903
tel: 401.865.6000 • fax: 401.865.6001 • AdoptionRI.org

Job Description

Title	Fund Development Coordinator
Department / Program	Advancement / Fund Development
Reports To	Director of Donor Relations
Exempt / Non-Exempt Status	Exempt
Full-Time / Part-Time Status	Full-time
Salaried / Hourly	Salaried, Range $52,000-$58,000
Education & Experience	• Three to five years of experience in fundraising, development, donor relations, event management, communications or marketing, preferably in a non-profit. Or a combination of relevant education and experience that is related. • Experience in a position requiring strong customer service focus and interpersonal skills, demonstrating the ability to engage and build relationships across different constituencies internally and externally. • Strong proficiency with Microsoft 365 and experience with customer databases/CRM systems (i.e., Donor Perfect) and the ability to learn new systems. • Experience successfully organizing and producing events, preferably fundraising events. • Experience demonstrating ability to effectively manage multiple priorities and projects, meeting deadlines in a fast-paced environment.
Supervisory Responsibilities	• None.
Skills & Values Required	Must possess and demonstrate: All-agency: • Alignment and commitment to values, mission, model, and vision of the agency • Commitment to equity and inclusion within the agency and across systems • Advocacy for excellence in child welfare and adult medical and behavioral health and well-being • Competence and confidence in building transparent, positive partnerships that will further the agency's mission • Effective written and verbal skills, including public speaking • Data-informed decision-making Position-specific: • Ability to manage multiple projects and competing deadlines in a fast-paced environment.

	• Demonstrated discretion when handling confidential donor information. • Proficiency in Microsoft Office and willingness to learn new technologies. • Strong organizational skills with exceptional attention to detail. • Excellent written and verbal communication skills. • Strong interpersonal and relationship-building skills, with the ability to engage and support diverse stakeholders. • Collaborative and adaptable, with the ability to work effectively both independently and as part of a team. • Proactive and resourceful approach to anticipating challenges and identifying solutions. • Availability to work occasional evenings and weekends for events. • Reliable transportation for local events, meetings, and community activities
Other Requirements	• Must pass Background Criminal Investigation (BCI) check • Must pass Child Protection Services (CPS) background checks for RI as well as any additional states, per Adam Walsh Act of 2006. • Compliance with I-9 verification • Ability to work a flexible schedule, including some evenings and weekends • Access to reliable transportation • Specific to staff-owned vehicles, staff must demonstrate: -Possession of valid driver's license -Maintenance of clean driving record -Possession of valid and continuous auto insurance coverage that meets the state's minimum requirements -Valid vehicle inspection sticker • Hold an active license with the RI Department of health (RIDOH) for applicable positions • Additional requirements, as outlined by service contracts, if applicable
Physical Requirements	• Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer. • Ability to self-transport to client and agency-related meetings and work within the RI community • U.S. Bureau of Labor and Statistics Occupational Requirements Survey (ORS) of strength level category: Sedentary to Light work • Reasonable accommodations may be made to enable staff to perform the essential duties.

Duties & Responsibilities

<u>Agency Core Tenets & Collaboration</u>

- Maintain client confidentiality and conduct self in accordance with professional and ethical standards.
- Assist the agency in assessing and providing effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural beliefs and practices, preferred languages, mental and behavioral health literacy, and other communication needs.
- Promote coordination and collaboration of service delivery, both internally across agency programs and departments, as well as externally, with community partners and contractors.

- Contribute to and participate in agency community outreach activities, as well as additional support programming, as assigned.

Donor Relations and Stewardship

- Coordinate timely donor acknowledgments, communications, recognition, and stewardship activities.
- Prepare personalized donor correspondence, invitations, reports, briefing materials, and recognition materials.
- Develop and maintain meaningful communication touchpoints with donors, volunteers, sponsors, and other constituents.
- Support donor cultivation and stewardship activities, including tours, meetings, receptions, and special engagements.
- Track donor interactions, engagement, progression, and follow-up activities in agency database (i.e., DonorPerfect)
- Monitor online giving platforms and ensure donations are recorded and acknowledged promptly.
- Identify opportunities to deepen donor engagement and strengthen long-term relationships.
- Alert the Director of Donor Relations to follow-up needs and emerging donor opportunities.

Fundraising Programs and Campaign Support

- Support donor and prospect research, identification, cultivation, and fundraising strategy.
- Prepare materials for donor meetings, solicitations, presentations, briefings, and campaigns.
- Monitor engagement activity and provide information and reports to inform fundraising decisions.
- Provide administrative and project-management support for fundraising campaigns and special initiatives.
- Coordinate administrative activities associated with the organization's car-donation program.
- Support third-party fundraisers and cause-marketing partnerships, including tracking, acknowledgment, communications, and follow-up.
- Help expand recurring giving initiatives, including the Circle of Hope monthly giving program.
- Recommend improvements to fundraising processes, donor experiences, and constituent engagement.

Donor Database and Gift Administration

- Maintain accurate, complete, and current donor and constituent records.
- Enter, code, and update gifts, pledges, contact information, interactions, event participation, and related activity.

- Develop proficiency in department database(s) and related systems and serve as a knowledgeable resource for development operations.
- Create donor reports, mailing lists, event lists, acknowledgment letters, and stewardship reports.
- Support donor segmentation and analysis to identify trends and engagement opportunities.
- Conduct routine data cleanup, quality-control reviews, and reconciliation.
- Coordinate with Development leadership and Finance to support accurate gift processing, invoicing, and financial reconciliation.
- Protect the confidentiality, security, and integrity of donor and organizational information.

Fundraising and Events

- Plan and coordinate fundraising, cultivation, stewardship, donor-appreciation, and agency events at the direction of Director of Donor Relations, from initial concept through post-event follow-up.
- Lead assigned events or event components, including timelines, logistics, registration, communications, materials, and on-site execution.
- Manage online registration, payment, auction, and related event platforms.
- Coordinate with venues, vendors, sponsors, volunteers, staff, and community partners.
- Manage RSVPs, attendance records, seating arrangements, donor recognition, and attendee follow-up.
- Prepare sponsorship materials and support outreach to current and prospective sponsors.
- Assist with event budgets, expense tracking, invoices, revenue reconciliation, and post-event reporting.
- Coordinate timely acknowledgments and follow-up for attendees, donors, sponsors, and prospective supporters.
- Participate in event committees and special-initiative planning groups.
- Use events strategically to strengthen donor cultivation, engagement, and stewardship.

Community Engagement and Heart Gallery

- Coordinate Adoption Rhode Island's Heart Gallery traveling community exhibit.
- Research and secure community locations aligned with organizational goals.
- Coordinate the transportation, installation, display, and transition of Heart Gallery materials.
- Build and maintain relationships with host locations and community partners.
- Identify opportunities to increase awareness, engagement, and community support.

- Represent Adoption Rhode Island professionally at community events and in interactions with external partners.

Development Communications

- Assist with the preparation and distribution of newsletters, donor mailings, invitations, event communications, and other development materials.
- Coordinate mailing lists, personalization, production, and distribution.
- Maintain accurate and current lists in agency databases (i.e., Constant Contacts)
- Collaborate with Marketing and Communications to ensure donor-facing materials are timely, accurate, and consistent with organizational messaging.
- Coordinate development-related social media content supporting campaigns, events, donor engagement, and special initiatives.
- Prepare donor-recognition and promotional materials for fundraising activities.

Grant and Department Administration

- Maintain calendars for grant applications, reports, renewals, and other grant-related deadlines.
- Enter and maintain grant information in appropriate databases and organizational systems.
- Help maintain and update the organization's grant knowledge base.
- Provide administrative and organizational support for grant activities, campaigns, and development initiatives.
- Maintain organized departmental calendars, records, files, workflows, and tracking systems.
- Assist the Director of Donor Relations and Advancement team with departmental projects and priorities.

Collaboration and Organizational Support

- Collaborate effectively with Development, Finance, Communications, Programs, and organizational leadership.
- Participate in Advancement and agency meetings, committees, events, and community activities.
- Build positive working relationships with donors, volunteers, sponsors, vendors, colleagues, and community partners.
- Identify opportunities to improve departmental processes and strengthen organizational effectiveness.
- Pursue continued professional growth and assume additional responsibilities based on demonstrated ability and organizational needs.
- Perform other duties consistent with the position's purpose and the organization's mission.

Work Schedule and Conditions

- Maintain regular in-person availability for donor meetings, events, community activities, Heart Gallery installations, and other organizational needs.
- Work occasional evenings and weekends in support of donor, Advancement, community-awareness, and direct-service events.
- Travel locally to meetings, events, and community locations using reliable transportation.
- Work in office, remote, event, and community-based settings in accordance with agency policy and departmental needs.
- Occasionally lift, transport, and set up event or Heart Gallery materials.
- Actively participate in individual supervision, agency staff meetings, and other agency forums.
- Other duties as assigned.

I have read and understand the above list of duties pertaining to the position and understand that it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. I understand that duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

_____ _____

Staff Signature Date

_____ _____

Supervisor Signature Date

Adoption Rhode Island is an equal opportunity employer.