



JOB POSTING

Job Title: Development Coordinator

Position Description:

We are looking for a reliable and outgoing individual to join our Marketing and Development Team. This position leads all agency efforts in fundraising, event planning, solicitation and network building. The ideal candidate will have experience in marketing, event coordination, development, public speaking, and community education.

Main Position Activities:

- Assist with the creation and implementation of the agency Development Plan that incorporates a range of strategies including annual appeals, major donors, corporate and individual appeals, social media and special events
- Primary contact for all fundraising events with a primary focus on event planning: planning, soliciting sponsorships, soliciting auction items, promotion of event, press releases and networking within the community
- Ability to establish and adhere to event budget, lead event preparation, and coordinate all aspects of an event from start to finish including coordination with event vendors, volunteers, staff, and attendees
- Assist in managing daily DCFOF marketing efforts including blog, social media and newsletter
- Record donations on an ongoing basis in the donor database, and generate acknowledgments and thank you letters. Design and run reports and assist with database maintenance.

Qualifications:

- Bachelor's degree in fundraising, marketing, communications, or related field, or have equivalent work experience; Master's degree preferred
- Minimum of one-year experience in event planning, preferably fundraising events
- Minimum of one-year experience in sales, community relations, and fundraising and/or development activities
- Strong written and oral communication skills
- Working mastery of computer programs including: Outlook, MS Word, Power Point and Excel
- Working mastery of social media platforms including: Facebook, Twitter, Instagram, and Pinterest
- Ability to work some evenings and weekends
- Must be at least 23 years old
- Must have a valid driver's license and a clean driving record

To apply, submit resume or application to:

Denton County Friends of the Family, Inc.
4845 I-35 E
Corinth, TX 76210
Email: HR@dctfof.org

Denton County Friends of the Family, Inc. is an equal opportunity employer.

This position is Grant funded and will continue only if sufficient grant or external funds are provided.