



Job Title: Development Coordinator
Supervised by: Director of Development and Public Relations
Location: Knoxville, Tennessee
Employment: Full-time

Equal Opportunity Statement: We are an equal opportunity employer and value diversity at our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Application Instructions: Please submit your resume and a cover letter outlining your qualifications and experience to broskelly@interfaithhealthcenter.org

Job Description

InterFaith Health Center seeks to add a Development Coordinator position to the development team. This position requires a dedicated, highly respected, self-motivated, and results-oriented development professional with strong interpersonal skills and a desire to build and sustain relationships and surpass fundraising goals.

Responsibilities

- Assist with the creation and implementation of fundraising and annual campaigns
- Coordinate and execute fundraising events and campaigns
- Develop and implement effective fundraising strategies
- Lead and coordinate volunteer committees for events and campaigns
- Research and identify potential donors and sponsors
- Assist in preparing budgets, tracking expenses, budget management and forecasting for the development department
- Monitor and report on fundraising activities and progress
- Meet budgeted goals for events and annual giving
- Communicate with donors, sponsors, and partners to build and maintain relationships
- Assist with the creation of social media content, ads, promotional materials, and other forms of written communication
- Stewardship and development of donors is a must
- Able to work both independently and in team environment

Qualifications

- Minimum 5 years of proven experience in fundraising within a nonprofit organization or equivalent
- Experience with databases and fundraising software
- Ability to solicit large face-to-face donations
- Experience with grant writing and understanding of the grant application process
- Interpersonal skills to build and maintain strong relationships with volunteers, donors, and community members
- Strategic thinking for planning and implementing effective fundraising campaigns
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Ability to work independently and as a part of a team, managing multiple projects and deadlines concurrently
- Ability to lift up to 25 lbs.
- Bachelor's degree preferred
- Experience with graphic design applications a plus
- Organizational skills are a must
- Passion for the organization's cause and ability to convey that passion to others