



Foundation for Foster Children - Job Description

Development Coordinator

DEPARTMENT: Development

REPORTS TO: Director of Development

SPECIAL CONDITIONS:

Fingerprinting and background check are required. Must clear all background checks. Reliable transportation; current driver's license; FL State driver insurance coverage required. Evening and weekend availability may be required for special events, training, community events, etc.

GENERAL DESCRIPTION:

The Development Coordinator serves as the operational backbone of the development department, ensuring accurate donor data management, timely gift processing, and high-quality donor stewardship. This role supports fundraising activities through database administration, donor services, reporting, and logistical coordination, enabling the development team to focus on cultivation and relationship-building.

RESPONSIBILITIES:

Donor Data & Gift Processing

- Maintain accurate donor records in the CRM (merging duplicates, updating contact information, applying tags/segments).
- Process all incoming gifts (monetary, in-kind) and enter them into the database.
- Generate and mail tax receipts and acknowledgment letters in a timely manner.
- Maintain standard operating procedures for data entry and ensure data integrity.

Reporting & Reconciliation

- Produce fundraising dashboards, donor reports, and giving summaries for leadership and board.
- Pull data for grant proposals, impact reports, and campaigns.
- Prepare financial summaries for reconciliation with the finance department.
- Track event and campaign revenue against fundraising goals.

Donor Stewardship Support

- Coordinate and document donor thank-you calls, notes, and follow-up communications.
- Respond to donor inquiries regarding gifts, contact changes, or tax receipts.
- Maintain confidentiality and adhere to all fundraising compliance guidelines.

Event & Campaign Logistics

- Support fundraising events with administrative tasks such as guest list management, seating charts, sponsor tracking, and onsite registration support.
- Coordinate the printing, mailing, and delivery of donor packets, event invitations, and appeals.
- Maintain inventory of development-related materials and order supplies as needed.
- Manage calendars for development-related meetings, donor calls, and stewardship activities.
- Schedule donor and sponsor meetings for leadership.
- Take and distribute minutes during development strategy meetings.

Education, Experience:

- 2+ years of experience in nonprofit development, fundraising operations, or administrative support.
- Strong proficiency in donor databases (DonorPerfect preferred), Microsoft Office, and mail merge functions.
- Excellent attention to detail, organizational skills, and ability to manage multiple deadlines.
- Professional communication skills, both written and verbal.
- Commitment to donor confidentiality and the organization's mission.

The FFC employs without regard to race, sex, sexual orientation, religion, national origin, age, disability, or any other attribute not related to superior performance. FFC is a drug-free environment. The job description does not constitute a written or implied contract of employment. Foundation for Foster Children reserves the right to revise or change job duties and responsibilities as the need arises.