

JOB DESCRIPTION

**Position Title:** Development Coordinator

**Reports to:** Development Director, Community and Outreach Events

When you join JDRF, you become part of a powerful community of people committed to helping fund research that will create a world without type 1 diabetes (T1D). As a JDRF staff member, you can look forward to taking part in interesting and challenging work, interacting with great people and getting the chance to making an impact on the lives of everyone affected by this devastating disease. Learn more about JDRF and the New England Chapter at [www.jdrf.org/newengland](http://www.jdrf.org/newengland).

**BROAD FUNCTION AND SCOPE OF THE POSITION:**

Junior-level development position. Organize, coordinate, implement and expand assigned programs and development activity. Build and strengthen links to potential and existing volunteers and donors to consistently and significantly increase revenue. Execute job assignments to ensure that the fundraising and development priorities of JDRF are incorporated into fundraising and development goals and objectives. Understand the Foundation, Divisional, Regional and Chapter activities, operations, policies, and procedures to perform all duties and achieve goals and objectives.

**OVERALL RESPONSIBILITIES:**

- Manage the successful execution of and grow the chapter’s JDRF One Walk and Kids Walk programs in Central and Southeastern Massachusetts, and Rhode Island. Develop and implement Outreach Program components in these areas to include but not limited to mentoring program, Bag of Hope distribution and reporting, outreach event planning and coordination, and National handoff follow-up. Work in conjunction with other staff as needed to ensure Outreach presence and impact at all events.
- Expand development activities designed to increase the identification, education, cultivation, and stewardship of fundraisers, donors, participants, and volunteers.
- Network with and solicit new corporate, family, and major fundraising and donor prospects, and foster strong rapport with new and existing program partners and vendors.
- Help manage events and donor development activities for the chapter as assigned by supervisor and senior leadership team. Develop annual plans for assigned activities, including goals, objectives and follow-up. Participate in and/or lead development-related meetings. Develop and deliver presentations as required, and provide input and suggestions.
- Coordinate, evaluate and expand fundraising and non-fundraising programs under the direction of the chapter development manager, and in collaboration with the resource team and volunteer leadership.

- Provide guidance and work closely with supervisor and other chapter staff and volunteer leadership to develop and implement plans for sponsorships, underwriting and marketing. Network with appropriate organizations to build JDRF presence in the community.
- Partner with supervisor and other chapter staff to identify, solicit, recruit and develop volunteers for all assigned committees of the chapter. Assume primary responsibility for key development activities in partnership with all appropriate team members. Identify areas that require improvement to ensure the success of each committee.
- Ensure there are clearly defined volunteer positions, job responsibilities, goals and objectives for assigned committees in partnership with supervisor. Coordinate appropriate plans with volunteers (including budgets/timelines) for each assigned committee. Ascertain group interests and appropriately negotiate how to most effectively incorporate into JDRF's program and budgetary requirements.
- Manage and maintain accurate and complete financial records. Submit reports to the chapter executive director and others as assigned. Ensure that the logistics and budget/timelines are met for each assigned activity. Comply with the Chapter Accounting Manual. Conduct a comprehensive evaluation to determine the success of each applicable assigned activity.
- Accountable for meeting deadlines, responding to volunteers, Executive Director and other department requests.
- Network with the resource team and other JDRF chapters to encourage and share new ideas and best practices.
- Assist in the functioning of the Chapter's daily operations, projects, and tasks.
- Ensure accurate recording of information in database, file system, and/or records. Create, update, and revise as needed.
- Plan and coordinate meetings, agendas, and activities. Prepare presentations, materials, and reports.
- Respond to and follow through with inquiries, needs, complaints and/or issues in a prompt and courteous manner.
- Interface and serve as a liaison for all levels of staff and volunteers. Maintain steady communication between department members.
- Maintain standards for all programs established by the national program team to ensure that the fundraising and program priorities of JDRF are incorporated.
- Support and maintain the vision, mission, priorities, and guiding principles of JDRF. Understand the strategic direction and purpose of the organization and conform to stated fundraising and development strategies and business needs.
- Ensure the confidentiality and security of all proprietary information.

- Maintain a basic understanding of JDRC's mission and research cure therapeutics.
- Perform all other responsibilities and projects as assigned by his/her immediate supervisor and senior management.

**EDUCATION:**

- Bachelor's degree preferred or equivalent experience required.

**YEARS OF EXPERIENCE:**

- 2-3 years of fundraising experience required.

**KNOWLEDGE AND SPECIAL REQUIREMENTS:**

- Background or familiarity with Peer-to-Peer fundraising events and organizing community initiatives.
- Understanding of fundraising and organizing and planning events and other development activities.
- Knowledge of administrative procedures, such as coordination of people and resources, planning, and resource allocation. Knowledge of clerical procedures, such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Experience with computer systems and databases. Proficient in Microsoft Office.
- Developing and preparing presentations, reports, and business correspondence.
- Effectively multi-task, establish priorities, and work in a fast paced environment. Highly efficient in time management and can meet deadlines under pressure.
- Detail-oriented and strong organizational skills.
- Team player that has the ability to interface with all levels of staff and volunteers. Must develop and maintain relationships.
- Excellent written, oral, and communication skills.
- Ability to work and make judgments independently and take initiative. Well-disciplined and a self-starter that is extremely resourceful.
- Active listening, analytical, and problem solving skills.
- Ability to travel locally required. Occasional overnight travel as needed.
- Occasional evening and weekend work required as needed.

**ESSENTIAL FUNCTIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds, and infrequently up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

**Apply online at [www.jdrf.org/about/careers](http://www.jdrf.org/about/careers), or by sending cover letter and resume to Lauren Shields at [lshields@jdrf.org](mailto:lshields@jdrf.org).**