



[www.AdoptionNetwork.org](http://www.AdoptionNetwork.org)

**Job Description**  
**Development Coordinator (Full-Time)**

**Department: Fund Development**  
**Supervisor: Director of Development and Communications**  
**FLSA Status: Exempt**

**Background of Organization**

Adoption Network Cleveland recognizes adoption as a complex, lifelong and intergenerational journey for all those whose lives are touched by it. Founded in 1988, Adoption Network Cleveland provides programs and services to connect and empower all members of the adoption triad (adoptees, birthparents and adoptive parents), youth in foster care, foster parents, siblings and adoption professionals. Recognizing that a unified voice is a strong voice, Adoption Network Cleveland promotes community awareness and social change by advocating for progressive policies and openness in adoptive practice, policy and law.

**Job Summary**

Reporting to the Director of Development and Communications, the Development Coordinator is a key member of the development team. This position works closely with the Director to ensure that development activities and programs run effectively and supports the efforts of the Board of Directors, its committees and staff. The Development Coordinator prepares grant proposals and reports, oversees the Annual Campaign solicitations, and oversees special projects, including special events. This position manages the organization's database, is responsible for preparing donor and gift reports for internal and external purposes, and ensures that all records for individuals, corporations and foundations are complete and accurate.

**Responsibilities**

- Prepares grant proposals at the direction of the Director of Development and Communications to provide support for various programs of Adoption Network Cleveland and general operating support.
- Coordinates the preparation of grant reports in consultation with the Director of Development and Communications and appropriate program staff.
- Coordinates the development and production of solicitations via mail, e-mail, and social media.
- Oversees planning, coordination and follow up on fundraising events.

- Event duties include:
  - coordinating marketing with the Communications Manager
  - securing event locations and securing event entertainment
  - preparing and overseeing event budgets
  - overseeing registration, including ensuring online registration is available for events
  - securing items for auction and event sponsors
  - working with the Special Projects Coordinator to secure and assign event volunteers
- Coordinates the Annual Partners Program to secure and track annual corporate partnerships including taking a lead role in the creation of materials; reaching out to partners and following up; completing partnership paperwork; and cultivating partnership.
- Enters donations into the DonorPerfect® database for Development recordkeeping.
- Completes donor acknowledgement letters in a timely manner.
- Ensures fund development records are complete, accurate, and up-to-date. This includes all donations, monetary and in-kind, from individuals, foundations, corporations, and government sources, as well as memberships.
- Tracks pledges and gifts to the Annual Campaign; ensures pledge reminders are sent in a timely manner.
- Produces summaries and reports, including reconciliation reports, pledge receivables, quarterly newsletter mailing lists, monthly dashboard reports, and annual report lists.
- Pulls mailing lists from donor database for mailings and informs program staff of timeline for pulling lists to ensure timely data entry.
- Manages the client-donor database; assists in maintaining all fundraising information in database.
- Supports the Outreach and Fund Development Committee, leads the Special Events Committee, and prepares minutes for both.
- Assists with cultivation and solicitation meetings with prospects and coordinates cultivation events.
- Assists with communications, public relations and outreach for development activities, including direct mail, press releases, website updates, social networking, e-mails, and e-mail newsletters.
- Assists with other development activities as needed. This includes, but is not limited to, Fund Development Department correspondence, special events, and special projects.
- Other duties as assigned.

## **Qualifications**

- Bachelor's Degree required.
- Minimum of 1-3 years successful experience in fund development, or a combination of a graduate degree and experience.
- Ability to prioritize, multi-task and work independently. Detail oriented.
- Culturally competent, sound judgment.
- Appreciation of adoption as a lifelong journey with a sound knowledge base of the issues involved.
- Excellent oral, written and verbal communication skills.

- Superb organization skills; detail oriented with strong follow-through and the ability to manage several projects simultaneously.
- Creative, results-oriented, self-starting, assertive, outgoing, and willing to learn.
- Understanding of donor databases, particularly DonorPerfect®, a plus.
- Experience with website maintenance a plus.

**In addition, the selected candidate:**

- Must have and maintain a clean driving record (driving background check conducted).
- Must have and maintain adequate automobile insurance coverage or waive the classification of a driver for the organization (proof of coverage required).
- Must have reliable transportation.
- Must be able to work a flexible schedule (negotiated), which includes some evening and weekend hours.
- Must have a neat appearance.
- Must have proficiency with computers, including Microsoft Office, internet and email.
- Must successfully complete fingerprinting and background check.

**Work Hours**

40 hours per week. Able to manage an aggressive schedule, working beyond 8:30-5:00 as needed. Weekend and evening work from time to time.

**Compensation and Benefits**

Competitive salary. Benefits include employer-paid short-term and long-term disability insurance and life insurance; company-provided health insurance with company health savings account contributions; a retirement plan with employer contributions; and paid time off. Reimbursement of travel expenses. Employee-optional vision, dental, voluntary accident, cancer, term and universal life insurance, and hospital indemnity.

**Equal Employment Opportunity Statement**

To provide equal employment and advancement opportunities to all individuals, employment decisions at the organization are based on merit, qualifications and abilities. We do not discriminate in employment opportunities, decisions or practices on the basis of race, color, religion, national origin, age, sex, gender, gender identity, gender expression, sexual orientation, disability, veteran status, adoption status or any other characteristic protected by law.

**To apply:** Send Resume and Cover Letter with salary requirements to [HR-Dept@adoptionnetwork.org](mailto:HR-Dept@adoptionnetwork.org). First consideration will be given to applications received by April 25, 2018. Open until filled.