DEVELOPMENT COORDINATOR
Sexual Trauma Services of the Midlands

TITLE: DEVELOPMENT COORDINATOR (new position)

REPORTS TO: EXECUTIVE DIRECTOR

LOCATION: COLUMBIA, SC

SALARY: $32,000-$37,000 (plus full benefits package)

POSITION CONCEPT:
The Development Coordinator is charged with primary responsibility for managing and implementing the organization's development plan, generated as part of a strategic plan process. Position is responsible for planning, execution, control, and evaluation of fundraising, public relations, and outreach for the organization. The Development Coordinator works closely with the Executive Director, the Board, and fundraising volunteers to enhance and support the overall mission of the organization and to assure that ample unrestricted and program funds are generated.

QUALIFICATIONS:
Bachelor's degree and minimum one year of fundraising experience.

RESPONSIBILITIES:

Fund Development (3/4 of position)

- Plan, administer and implement annual giving and major gifts campaigns from individual donors for the following purposes:
  - Operating Support
  - Major Projects, including new programs and collaborative ventures
  - Future Capital Campaigns, including expansion, remodeling, and major equipment
  - Endowment Fund
  - Planned Giving Program (new, to be started with Bequests)
- Maintain prospect and donor database.

Community Outreach

- Publish Quarterly Newsletters, Annual Report, and other agency publications
- Prepare press releases
- Monitor and generate activity on social media sites

Special Events

- Individual must direct fundraising portion of Walk a Mile in Her Shoes or its equivalent with annual goal of $20,000 and one agency event focused on Public Relations and Donor Appreciation. Assist Board in events as needed.

*Sexual Trauma Services of the Midlands prides itself on a highly-efficient team environment. We value open communication, support, autonomy, and development for staff, volunteers, and clients, leading to the realization of full individual potential and a cooperative spirit. *Resumes accepted until position is filled.* If interested, please email a cover letter, resume, and references to Genevieve N. Waller, Executive Director at ginny.waller@stsm.org.

Updated November 2011