

The Osborn Position Description

Position: Annual Giving Coordinator
Department: The Osborn Foundation
Reports to: Osborn Foundation Executive Director

POSITION SUMMARY: Manage all facets of annual giving and grant writing for foundation, corporate and individual donors. Manage the corporate database for fund raising and cultivation.

MINIMUM QUALIFICATIONS

1. Bachelor's degree, preferred major in marketing, management or human organization science; valid driver's license, knowledge of fund raising appeals, protocols, regulations and ethics.
2. CFRE (Certified Fundraising Executive Preferred).
3. No less than three (3) to five (5) years development experience preferred.
4. Requires direct mail management and strong skills in organization, attention to detail and project work.. Strong skills in oral and written communications, collaborative work with peers and effective telephone communications skills.
5. Computer literate in the Windows™ environment. PC Software experience with word processing, spreadsheets, and database tools, including Raiser's Edge for Windows™.
6. Must be capable of lifting objects up to 50 lbs.
7. Requires working both indoors and outside; availability and access to private transportation (automobile) to complete duties for prospect visits; speaking presentations; consultations and travel to related functions at various day and evening times; ability to climb and descend stairs to complete duties for prospect visits and consultations.

SPECIAL ABILITIES REQUIRED: A respect for confidentiality; sensitivity to, and ability to work with older adults; willingness to work in the not-for-profit environment; willingness to ethically promote and support the philosophy, mission and vision of The Osborn; demonstrated ability to work with individuals from diverse backgrounds and cultures; use of good judgment in all communications relationships; ability to be self directed in completing work assignments.

PERFORMANCE REQUIREMENTS: Consistent, accurate and timely completion of procedures and work assignments is essential. Must demonstrate professional knowledge and skill in fund development strategies, management, written and oral communications.

ESSENTIAL DUTIES

1. Is knowledgeable of resident rights and ensures an atmosphere, which allows for the privacy, dignity and well being of all residents in a safe, secure environment. Safeguards and maintains confidentiality of all data, including resident, employee and operations data.
2. Within The Osborn Foundation Development Plan, develop and implement the plan, forecast and strategy related to all aspects of the annual fund, including written financial and statistical reports and oral presentations.
3. Within The Osborn Foundation Development Plan, direct and manage individual and organizational annual giving through cultivation, solicitation, presentation, recognition and reporting activities.
4. Within The Osborn Foundation Development Plan, develop and implement the plan, forecast and strategy related to all aspects of grant fund raising, including written financial and statistical reports and oral presentations.
5. Ensure database accuracy through organization and maintenance of The Osborn Foundation files and data, including prospect, donor, appeal, gift, campaign and pledge data.
6. Assist with development, administration and implementation of The Osborn Foundation programs such as communications and publications; donor cultivation; special events; major gift or capital campaigns and donor recognition.
7. Serve and regularly participates as a member of The Osborn Speakers' Bureau.
8. Perform tasks which are supportive to the essential functions of the job, but which may be altered or redesigned depending upon individual circumstances.

EQUIPMENT/MACHINES USED IN THE PERFORMANCE OF THIS JOB

The incumbent must maintain skills necessary to safely and efficiently operate the following equipment and machines used in the performance of this job: Telephone; personal computer; calculator; presentation equipment and projectors, including PC software programs.

RECEIPT AND ACKNOWLEDGMENT

I acknowledge and understand that:

- receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- the job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- job duties, tasks, work hours and work requirements may be changed at any time.
- acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Corporation.

- I have read and understand this job description.

I acknowledge that I understand and accept the duties and responsibilities described:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Review Dates: _____

Review Dates: _____

Review Dates: _____

January 2005