



Job Description

Date: Feb, 28, 2022

Job Title: Development Coordinator

Location: Headquarters, Washington, D.C.

Department: Development

Status: Full-time, exempt position

Position Summary:

A Development Coordinator is an individual who is hired to be a member of the development team. The Coordinator is responsible for providing the necessary support to the Executive Director and Director of Development with a focus on developing new business, fundraising, event management, and promoting the Luke's Wings brand through external opportunities.

Essential Duties and Responsibilities include, but are not limited to:

- Gain a working knowledge of Luke's Wings and the military community it serves and supports by providing year-round transportation to wounded warriors
- Identify, attend and oversee external events, donor meetings, partnership meetings, tabling events and other events that create awareness and facilitate relationships.
- Plan and manage donor-appreciation and prospecting events throughout the year
- Manage peer to peer fundraising for existing events- most notably the Heroes Walk to Fly and year-end campaign as well.
- Create new peer to peer fundraising events.
- Develop opportunities for Luke's Wings to network with new sponsors and supporters through various events; locally and nationally.
- Manage and develop individual donation program by offering increased value to current and new donors
- Assist development staff with three annual events and annual campaign as needed
- Identify future funding streams that align with Luke's Wings' programs by obtaining lists and researching prospective companies for new partnerships
- Enhance current corporate relationships by keeping abreast with philanthropic, economic, social, and community news that impact the military community and those who support Luke's Wings

- Under the guidance and administration of the Director of Development, support the research and submission of grant proposals
- Utilize the existing account management system *Salesforce* to manage data, create reports and oversee day-to-day entries and updates
- Other administrative duties directly related to the Development Department including, but not limited to, processing incoming donation checks, tracking in-kind donations and sending acknowledgement letters

Accountability:

- Strong interpersonal skills and ability to work effectively with many work styles
- Strong written and oral communication skills; including giving effective group presentations
- Ability to bring new ideas to the team and create new opportunities with guidance from the Development Department
- Ability to solicit individuals for contributions, with a concentration on new business
- A commitment to the military community and providing excellent support to them, their families and loved ones
- A strong work ethic, innovative spirit and the ability to represent Luke's Wings in a professional manner
- Ensure that all annual fundraising goals are met by managing existing donors and companies while prospecting high potential and new business under the direction of the Leadership staff

Qualifications and Requirements:

- Bachelor's degree required; CFRE or other accreditation desired
- Two to three years professional experience, related to fundraising, event management, grant writing, relationship management, marketing or sales
- Ability to organize and prioritize fundraising activities effectively
- Drive to achieve goals through teamwork
- Ability to develop and deliver presentations and speak persuasively
- Demonstrated ability to conceptualize and describe funding needs in a way that is compelling and comprehensive to the potential donor
- Fundraising database experience and utilizing Customer Relationship Management (CRM) experience a must; *Salesforce* experience a plus
- Ability to travel for business for all purposes and sometimes on short-term notice, possession of a reliable car