



# capital fútbol club

more than a soccer club



## DEVELOPMENT COORDINATOR JOB DESCRIPTION

### Position Information:

Part Time  
20hrs/week @ \$18-20/hr based on experience  
Reports to Executive Director  
Position revised 12/14/17

### Position Overview:

Capital FC's Development Coordinator is responsible for increasing fundraising efforts to support the mission of CFC. As Capital FC continues to grow its program offerings, the need for funding to support low-income youth grows as well. The Development Coordinator fills this role by developing CFC's fundraising efforts.

The Development Coordinator will transition into writing more and more of CFC's grants, slowly taking over for Dickinson Development Consulting in this area. As part of this transition, Dickinson Development Consulting will provide coaching at least every other week for 2018 and help develop the Development Coordinator's ability to effectively fundraise.

### Essential Duties and Responsibilities

The Development Coordinator's activities will support its four main goals:

1. Build on the success of CFC's annual fundraising events:
  - a. Provide staff support to volunteers that currently administer the annual gala and run.
  - b. Work with sponsorship team
  - c. Solicit additional corporate sponsorships.
  - d. Provide donor relations support (e.g. communications, gift acknowledgment, data entry, relationship building, etc.) before and after the events.
  - e. Market events to new groups of people in order to acquire new donors.
2. Build relationships with current donors:
  - a. Ensure that gifts are acknowledged within 72 hours of receipt.
  - b. Meet with donors one-on-one to thank them for their support.
  - c. Host donor-focused open houses when a new project is completed.

- d. Arrange meetings between major donors and CFC's Executive Director and/or Board Chair.
3. Expand CFC ability to solicit corporate and foundation support:
- a. Learn CFC's grant writing strategy.
  - b. Begin to write grants to corporate and family foundations, increasing CFC's number of proposals submitted from 10 to 20 per year.
  - c. Attend events where corporate contacts and/or foundation representatives may be present.
4. Increase visibility of CFC in the community:
- a. Attend community meetings where interest in CFC is likely to be high.
  - b. Meet with community leaders to represent CFC's mission.