

## Position Description

### FUNDRAISING COORDINATOR- OLIVER HAZARD PERRY SHIPYARD

Classification: Exempt

Status: Wage and Hour Exempt

#### **Purpose of Position**

Working with the Executive Director and the Board, the Fundraising Coordinator is responsible for coordinating and managing activities and functions that raise money to support the mission of Oliver Hazard Perry Shipyard. This includes but is not limited to donor outreach and relationship building communications, fundraising, marketing and donor recognition activities and events, donor acquisition research and prospecting, grant research and grant writing support, and donor database management and tracking.

#### **QUALIFICATIONS**

- Bachelor's degree or equivalent desired. 3-5 years professional experience required.
- Ability to communicate effectively, both orally and in writing.
- Interest in military and/or naval history and/or previous tourism attraction/museum experience helpful.
- Ability to determine informational needs, to collect and analyze information, and to devise and develop statistical analyses and reports.
- Data tracking and database management skills. Knowledge of Bloomerang Fundraising software helpful.
- Skill in organizing resources and establishing priorities.
- Proven track record of independently managing projects and events to achieve desired outcomes.
- Knowledge of federal, state and/or community funding sources and mechanisms. Previous grant writing experience helpful.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Coordinate the implementation and execution of the organization's fundraising strategy to meet fundraising goals.
  - Work with PR/Social media and Website vendors to ensure that messaging is in line with fundraising strategies and plans and that fundraising activities are directly connected with tracking software.
  - Coordinate, implement and track annual appeal and other mailings to donors and prospective donors to meet fundraising goals.

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2. Identify and support relationship cultivation with potential donors who can contribute and/or have access to large networks of potential visitors and donors.
    - Research and conduct outreach to military/naval alumni and/or active military groups to develop relationships, market the organization and identify lists of potential donors.
    - Conduct wealth screening and analysis of donors and prospects using Fundraising software and other tools to identify top potential donors.
    - Work with the Executive Director, board and other volunteers to develop donor acquisition and fundraising solicitation strategies.
    - Coordinate meetings as necessary to support donor acquisition, relationship building and fundraising activities.
    - Develop lists of potential prospects from various sources and ensure that constituents and prospects are appropriately recorded and tracked in fundraising software.
  
  3. Manage the organization's database of donors, including contact information and gift histories.
    - Maintain donor records to ensure that all constituent interactions and donations are recorded accurately.
    - Track contributions and ensure prompt payment of pledges.
    - Develop forms and tracking mechanisms to ensure that newsletters, social media and outreach activities are appropriately recorded in constituent records.
    - Prepare reports on donor activity as needed.
  
  4. Manage events to cultivate relationships with donors and/or raise money for the organization.
    - Develop marketing strategies to ensure that the event is successful and meets its fundraising goals.
    - Recruit and coordinate the work of volunteers in preparation for and at events by providing direction, training and supervision.
    - Help to identify and solicit event sponsorships independently and in coordination with the Executive Director, board members and other volunteers.
  
  5. Assists with the development, preparation, writing and submission of grants, proposals, applications, and reports.
    - Conducts research to identify potential grant opportunities. Maintains grant calendar of upcoming application and reporting deadlines.
    - Develops and maintains a library of reference documentation, including such information as to funding agency requirements and forms, profiles and curriculum vitae, abstracts and reference literature, and other pertinent material.
    - Prepares and compiles all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
    - Maintains a portfolio of active and pending grants and provides monthly status reports.
    - Stays current with foundation trends and giving priorities.

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- Maintains databases and systems for recording and tracking grant proposals, awards, and related statistical information.
  - Creates and distributes standard and special reports, studies, summaries, and analyses, as required.
6. Performs miscellaneous administrative and other job duties as assigned.

#### **HOW TO APPLY**

To apply for this position, please send a cover letter, resume and contact information to [info@getstrategy.com](mailto:info@getstrategy.com) with the subject line: "Fundraising Coordinator."