



Title: Development Coordinator
Reports To: Director of Development
Member: Development Team
FTE: 1.0

PURPOSE: Under the guidance of the Director of Development and as an integral part of the Blood Cancer Foundation of Michigan development team, provide support to meet the annual fund goal and fundraising events-related activities.

RESPONSIBILITIES:

Annual Fund

- As a member of the development team, support the planning and implementation of the Blood Cancer Foundation of Michigan (BCFM) annual giving programs (direct mail, online giving, in-kind gifts, external promotions, and donor wall), expanding the presence of the foundation within the state and increasing the value of the program.
- Working with communications professionals, assist in the development of collateral material for mailings, newsletters, invitations, online giving and event management pages
- Collaborate with development operations to effectively identify, segment and refine lists for mailings.
- Support development operations to ensure the input of donor and prospect information into donor database, to ensure the accuracy of gift entry and reporting.
- Help steward gifts from annual fund donors through written and verbal communications.

Events

- Coordinate logistics and volunteers for special events including but not limited to: venue, collateral design, mailings, marketing, public relations, printing, catering, and signage.
- Execute event action plans to meet predetermined timelines.
- Coordinate meetings (as requested) with benefit/steering committees and benefit chairs.
- Support the development team in ancillary duties, including acknowledgment receipt letters for donors, event attendees, auction donors, sponsors, etc. when necessary.
- Provide effective donor recognition and stewardship for event attendees and third-party accounts.
- Ensure sponsorship fulfillment to effectively steward corporate relationships.

REQUIREMENTS:

- One to three years of experience in non-profit annual fund and development events production required.
- A demonstrated record of accomplishment for event management and donor recognition.
- Must be self-starting, organized; have the ability to work independently and within a team.



- Experience in recruiting and engaging volunteers.
- Proficient in Microsoft Office and social media platforms.
- Donor Perfect, First Giving, Constant Contact, Eventbrite, and Canva graphics experience preferred.
- Some in-state travel is required.

GENERAL RESPONSIBILITIES:

Supporting functions expected of all BCFM employees that increase or enhance cooperation within, and the overall effectiveness of, the staff and agency.

- Meet basic behavior standards for a BCFM team member, including, appropriate dress, relationship building, use of work time and cooperative teamwork.
- Maintain a consistent and punctual work schedule and follow all PTO procedures.
- Log and submit time sheets, expense and mileage reports and other appropriate forms/reports as required for approval.
- Participate in staff-wide functions, projects or initiatives.
- Set an example for staff and volunteer colleagues that reflects positively on BCFM's brand, value, culture and goals.
- Prepare and present weekly or monthly updates/written reports at staff and departmental meetings covering your areas of responsibility.
- Participate in the annual budget planning for your areas of responsibility and meet or exceed approved budget goals and control of expenses.
- Enthusiastically support the BCFM mission through work with other departments as requested/needed including evening and weekend work as required.
- Professionally execute other duties as assigned.
- Opportunity for advancement as skills are mastered and organizational need demands.

Required license or certification: Driver's License

Required education: Bachelor's degree or equivalent work experience