



# American Indian Health and Family Services Of Southeastern Michigan, Inc.

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Minobinmaadziwin "A Good Life"

## Job Description

**Job Title: Development Coordinator**

**Department: Executive**

**Reports To: CEO**

**Employment Category: Regular Full Time**

**Supervisory Responsibilities: N/A**

**FLSA Status: Non-exempt**

**Position Summary:** This position is responsible for providing support services for fundraising activities at American Indian Health and Family Services. This includes directing prospect management and coordinating processes for accurate gift recording, receipting, and special acknowledgments through creation and maintenance of a development database. This position will work collaboratively with consultants, CEO/COO, and the Board of Directors to accomplish fundraising activities.

### Essential Duties and Responsibilities:

1. Identify, research, and track foundation, corporate, government and individual donors
2. Provide support for the Board of Directors Resource Development Committee
3. Manage/oversee all communications, reports, and letters to donors and prospects
4. Direct the preparation of all grant and sponsorship proposals/applications and direct mail appeals, and ensure accuracy before they are sent
5. Arrange and attend meetings with prospective donors with CEO and/or Board Members
6. Manage all preparatory work necessary for cultivation and solicitation for operating, capital and program campaigns
7. Implement marketing activities that are related to and support fund development (i.e., press releases, press kits, conference materials, etc.)
8. Supervise the maintenance and accuracy of the donor database, including the creation of data entry policies, procedures, and coding.
9. Participate in all applicable staff, committee meetings, and other meetings deemed necessary by the CEO
10. Other duties as assigned by the CEO

**Education/Experience:** Associates Degree Required. More than 1 year of experience in development and development systems required. Strong excel and other Microsoft skills.

### Additional Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.

- Ability to read and comprehend simple instructions, short correspondence and memos.

**Other Requirements:** Familiarity and/or experience working with the Native American community at a local level; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations preferred.

**Work Environment/Physical Demands:** The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).**

**Acknowledgement of Receipt**

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S NAME (printed): \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED INTO PERSONNEL FILE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Revised: