

Position Description



TITLE: FUNDRAISING COORDINATOR

FACTOR 1 – GENERAL DESCRIPTION OF WORK

Nk'wusm is a Salish speaking environment, in all activities employee will communicate in Salish as much as possible. The Fundraising Coordinator is a full working level position directing and performing activities in the Nk'wusm School. The Fundraising Coordinator is responsible for conducting activities in a professional manner including but not limited to: being punctual; timely completing tasks; professionally articulating plans and ideas; ensuring the preservation of open communication; and creating a safe, friendly and productive work environment for others. The work includes, but is not limited to the following duties (see Supplemental Pay Activities (SPA) schedule for incentivized activities):

JOB GOAL:

Assist in establishing short-term and long-term fund-raising goals annually. Ensure funding goals are met to establish short- and long-term sustainability. Implement the established comprehensive communications plan with current and potential donors. Initiate and strengthen relationships with all constituents through a systemic cultivation plan designed to build trust in, and long term commitment to, the organization and its mission.

PERFORMANCE RESPONSIBILITIES:

1. Research current and prospective donors:
 - a. Develop a list of prospective donors in order to initiate cultivation efforts.
 - b. Implement and utilize a data management system to store and analyze current and prospective donor information
 - c. Analyze current and prospective donors in order to develop a list of priorities for general funding and/or project funding
 - d. Present the list to the Executive Director and fundraising team to establish consensus for action
 - e. Identify grants that fit with current or planned operations and/or projects and create a schedule of deadlines
2. Secure funds:
 - a. Develop a compelling case for support based on Nk'wusm's mission, goals and values
 - b. Apply prospect research data to develop a solicitation plan for involvement of individual donors
 - c. Design a comprehensive solicitation program to generate financial support for general operations and project/department operation
 - d. Prepare donor-focused and segmented solicitation communications to influence and facilitate informed gift decisions
 - e. Create gift acceptance policies that reflect the values of the Nk'wusm and satisfy legal and ethical standards

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- f. Ask for and secure gifts from prospects (**see SPA: Giving Society**)
 - g. Facilitate and manage new and renewal grant proposals (**see SPA: Grant Writing**)
 - h. Evaluate the solicitation program using appropriate criteria and methodology in order to produce accurate reports (**see SPA: POE Performance**)
3. Build relationships:
- a. Initiate and strengthen relationships with all constituents through a systematic cultivation plan designed to build trust in, and long term commitment to, the organization (**see SPA: POE Performance**)
 - b. Implement a comprehensive communications plan in order to inform constituents and identified markets about the mission, vision and values of Nk^wusm, its funding priorities, and gift opportunities (**see SPA: POE Attendance**)
 - c. Promote a culture of philanthropy by broadening constituents' understanding of the value of giving
 - d. Acknowledge and recognize gifts in ways that are meaningful to donors and appropriate to the mission and values of Nk^wusm
 - e. Report to constituencies the sources, uses, impact and management of donated funds in order to preserve and enhance confidence and public trust in the organization
4. Volunteer involvement: (**see SPA: Sustainable Funding Team**)
- a. Create a structured process for the identification, recruitment, evaluation, recognition and replacement of volunteers in order to strengthen Nk^wusm's operational effectiveness
 - b. Empower and support volunteers by providing orientation, training and specific job descriptions
 - c. Engage volunteers in the fundraising process and related activities in order to expand Nk^wusm's operational capacity
5. Leadership and management:
- a. Foster and support a culture of philanthropy across the organization and its constituencies
 - b. Ensure sound administrative and management policies and procedures to support fundraising functions
 - c. Implement short and long term fundraising plans to support the Nk^wusm's strategic goals
 - d. Apply principles of marketing and public relations to fundraising planning
 - e. Clarify, implement, monitor, and honor donors' intent and instructions and ensure allocations are accurately documented
 - f. Comply with all reporting requirements and regulations in order to fulfill commitment to accountability and demonstrate transparency
 - g. Conduct ongoing performance analysis of the fundraising program using accepted and appropriate standards in order to identify opportunities, resolve problems and inform future planning
 - h. Recruit, train and support volunteer members to foster professionalism and a productive team oriented environment

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FACTOR 2 – QUALIFICATIONS:

1. Bachelor's degree in business, marketing or non-profit management preferred.
2. Certified Fund Raising Executive (CFRE) certification preferred or willingness to obtain.
3. Understanding of legal and ethical fundraising techniques.
4. Familiarity of non-profit operation.
5. Knowledge of relevant software applications.
6. Must have good interpersonal skills.
7. Ability to apply common sense understanding to carry out detailed written or oral instructions.
8. Have ability to organize and maintain records relating to donor cultivation, donor relationship building and fund management.

FACTOR 3 – DIRECTION RECEIVED

The position functions under the general supervision of the Development Director and has considerable discretion in establishing procedures to perform the work. The Development Director may occasionally establish priorities and objectives. The position functions independently but keeps the Development Director informed of major activities, progress and major difficulties.

FACTOR 4 – SUPERVISION EXERCISED

The Fundraising Coordinator assists all Fundraising Team members and supervises any staff employed in that capacity in establishing work routine, work schedule, and objectives.

FACTOR 5 – WORKING RELATIONSHIPS

Relations are typically with Nk^wusm staff, tribal elders, current and prospective donors, tribal agencies, federal agencies, state agencies, foundations and the public in general for the purpose of communicating Nk^wusm's mission, vision and values. Incumbent must establish and maintain effective working relationships with coworkers, elders and the general public.

FACTOR 6 – WORKING CONDITIONS

The Fundraising Coordinator functions in a standard office/school environment with normal effort required. Incumbent will be expected to travel and attend events throughout the year, attend professional development activities and participate in functions other than a regular scheduled day as necessary to fulfill duties and/or as directed by the Executive Director.

FACTOR 7 – EVALUATION

Securing a new contract will be based in part on evaluations. Evaluations will be conducted by the Development Director. Evaluations will be based on the appraisal and audit of activities in Factor 1 and the achievement or progress toward established short- and long-term goals. Continued employment, evaluated quarterly, will be heavily based on the performance of activities outlined in the Supplement Pay schedules.

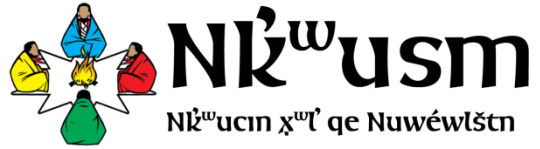
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By signing, I acknowledge and agree with this description of my work here at NK^wusm.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supplemental Pay Activities



Fundraiser Coordinator

These schedules constitute a portion of the Development Department’s Solicitation and Communications Plan. The Fundraiser Coordinator is a vital position ensuring sustainable funding of Nkwusm is secured while building and maintaining positive relationships with individuals, entities and the community. The importance of successfully performing the following activities is expressed with an incentivized supplemental pay of \$40,000 in addition to a base salary of \$25,000.

The following schedules represent the most critical and essential tasks required of this position. These schedules are used to incentivize and rate performance:

The Points of Entry (POE, based on the fundraising model, Benevon which Nkwusm subscribes to) are at the heart of the incumbent’s duties, as represented in these schedules. In addition adding new members to the **Giving Society** is a direct result of quality POE performance; thus a quarterly bonus of 10% of all new enrollees can be earned (up to **\$28,500 annually**; determined quarterly from receipts of pledges; 1st yr pledges only). Additionally the need for project specific funding is an essential task of this position. The bulk of project specific activities are financed from grant sources. Therefore it is critical that the incumbent seek and assist in submitting grants. The incumbent can earn 2% of annual grant awards as supplemental pay (up to **\$4,000 annually**; determined annually in June; calculated from awarded grants where the incumbent had direct involvement in searching for and leading the preparation of the proposals). Finally it is critical that a volunteer Funding Team is establish and supported by the incumbent. The importance of this activity is represented in the Sustainable Funding Team item below; up to **\$1,500** annually can be earned.

Summary of Supplemental Pay amounts:

Category	Potential Inst. Income	Annually	Monthly
Giving Society	\$285,000	\$28,500	\$2,375
Sustainable Funding Team		\$1,500	\$125
POE Attendance		\$2,500	\$208
POE Performance		\$3,500	\$292
Grant Writing	\$200,000	\$4,000	\$333
Totals	\$485,000	\$40,00	\$3,333

Sustainable Funding Team	
Potential annual allocation	\$1,500
Performance Activity	Monthly potential
Successfully Conduct 1 monthly meeting	\$25.00
Keep team updated	\$25.00
Keep team involved with monthly activities	\$75.00
Total Monthly Potential	\$125.00

POE Performance	
Potential annual allocation	\$3,500
Performance Activity	Monthly potential
All attendees provide feedback by phone or in person	\$150.00
Majority of attendees provide feedback that that references one POE bucket area	\$75.00
monthly AVG of 50% of attendees/POE refer at least one person to a future POE	\$67.00
Total Monthly Potential	\$292.00

Point Of Entry attendance calculation		
Potential annual allocation		\$2,500
% of monthly potential	Monthly AVG # guests/POE	Monthly potential
100%	10+	\$208.33
50%	9	\$104.17
44%	8	\$92.59
39%	7	\$81.02
33%	6	\$69.44
28%	5	\$57.87
22%	4	\$46.30
17%	3	\$34.72
11%	2	\$23.15
6%	1	\$11.57

- Employee acknowledgement

By signing I, _____ indicate that I have been informed and understand the activities outlined in this description. I also acknowledge that continued employment with Nkwusm is dependent on the performance of these activities.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____