

Job Description

Title: Philanthropy Coordinator - Individual
Reports to: Director of Philanthropy
Classification: Exempt, Salaried
Hours: Full-Time; may include some weekend and event hours
Hiring Range: (\$19-22/hour or approximately (\$39,520.00-\$45,760)/year depending on education and experience
Work Week: Monday 12:00 AM to Sunday 11:59 PM (AGENCY WORK WEEK FOR PAYROLL)
Required to Transport Clients: No
Supervisory Duties: No
Required to Drive in the Course of Conducting Business: Yes
Meets Policy Requirements for Personal Cell Phone Use Stipend: Yes
Meets Policy Requirements for Company Cell Phone: No

Background

Since 1975, Pendleton Place (PP) has been a place of safety and comfort for children and youth hurt by abuse and neglect. PP is committed to innovative approaches that will establish our vision that children and youth are safe, families are whole, and communities are strong. We help children and families through a focus on residential foster care, supportive community services for at-risk families and youth experiencing or at-risk of homelessness, and comprehensive assessment for children and families involved with the child welfare system.

PP's Philanthropy Department is responsible for the cultivation and maintenance of many types of resources that support the organization's success – financial resources, social capital, volunteers, awareness and credibility, branding, etc. Many key functions are housed within this department including fundraising, major gifts, event coordination, volunteer management, marketing, public relations, communications, and more.

Position Summary

The Philanthropy Coordinator - Individual (PC) is responsible for the management and coordination of Pendleton Place's individual giving as well as overall donor relations and retention. Individual giving activities include the cultivation of donors for monthly/recurring giving, in-kind support, and soliciting gifts of <\$1K. The PC is also responsible for the design, implementation, and maintenance of an effective stewardship and donor relations program with an emphasis on donor retention. This position is responsible for all department database management functions including but not limited to donor data and gift entry. This position will also provide general support for fundraising and community outreach as well as assist with special events, and volunteer management, as assigned by the Director of Philanthropy (DOP) or Executive Director (ED).

Essential Functions of Position

- Individual Giving
 - Support and grow the PP monthly/recurring giving donor community
 - Directly solicit individual gifts of <\$1K
 - Develop in-kind relationships to support agency and programmatic needs
 - Manage Amazon Wish lists and keep program needs lists updated
 - Manage and support community donation drives
 - Coordinate direct mail solicitations (typically 2-3x per year)
- Donor Relations and Retention
 - Develop, manage, and execute a comprehensive stewardship and donor appreciation program with the support of the DOP and ED.

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- Create and directly process all donor acknowledgement letters and oversee all other appreciation efforts
 - Coordinate and collaborate with all PP programs to ensure a quality and exceptional donor experience
 - Maintain and update stewardship policies and guidelines
 - Serve as the primary contact for all PP communications received via our Outreach email and the PP website contact form and develop and cultivate positive relationships with all stakeholders.
- Data Management
 - Serve as point person for all donor database functions
 - Prepare queries and reports
 - Review and analyze data
 - Collaborate with DOP and Director of Finance on monthly financials and reconciliations
 - Support and promote opportunities for data and/or gift process improvement
 - Ensure the quality of the donor database
 - Perform accurate and timely entry of financial and in-kind gifts in the database system
 - Update and maintain all contact records (phone calls, emails, etc.) with donors, volunteers, corporate leaders, and key community members
 - Assist with performance and quality improvement (PQI) efforts including monthly dashboard reports
- General Resource Development Support
 - Provide as needed support for all public relations efforts including but not limited to print materials, social media, newsletters, and website updates.
 - General fundraising support including attendance at events as assigned by the DOP or ED.
 - Support community outreach activities through tours or speaking engagements
 - Actively participate on staff committees and in staff meetings as necessary and appropriate
 - Assist the DOP and ED in other fundraising programs and support tasks as necessary

Qualifications

Minimum Qualifications

- Graduation from a 4-year college or university; a 2-year degree with a minimum of 5 years related work experience may substitute
- Excellent communication and interpersonal skills; strong verbal and written skills
- Excellent organizational skills, including the ability to prioritize and multi-task
- Intermediate knowledge of Excel and other computer applications and strong attention to detail
- Must be able to travel within designated area
- Must be able to occasionally attend after-hours presentations and/or work on weekends
- Ability to work cooperatively and communicate effectively with team members
- Possess valid South Carolina driver's license
- Satisfactory criminal history check, driving record, fingerprint, and background check including the Child Abuse and Neglect Central Registry, Sex Offenders Registry, and Motor Vehicle Department

Desirable Qualifications

- Evidence of successful individual giving and stewardship efforts
- Prior experience with data management and CRM systems
- Experience in the nonprofit sector
- Familiarity with child welfare/youth services/human service programs

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Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your At-Will employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.

Do not sign below unless a job offer has been made to you using this job description; signature not required for those making an application.

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I _____ have read and understand this job description and agree that I am able to perform the essential functions outlined in this job description. I understand that failure to provide information or omission of information pertaining to my ability to meet the requirements of the job or my inability to perform the essential job duties will be cause for immediate termination of employment, regardless when or how discovered.

Signature: _____

Date: _____