GULF COAST
COMMUNITY FOUNDATION

Position Description
Development Coordinator

Reports to: **Senior Vice President for Philanthropy**
Status: **Non-exempt**

Job summary
The Development Coordinator works closely with the philanthropic team on the implementation of Gulf Coast's donor, fund holder, and professional advisor education and engagement strategy.

Essential duties and responsibilities
Include but are not limited to the following:
- Ensure consistent communication (oral and written) with donors, potential donors, and professional advisors through all phases of the development cycle.
- Monitor frequency of contact with high net worth prospects, professional advisors, prospective donors, and existing donors.
- Assist with the research of prospective donors.
- Assist with materials for meetings and locations logistics.
- Maintain integrity of donor records in Gulf Coast's information system.
- Manage the event calendar for events sponsored by Gulf Coast and/or attended by Gulf Coast staff and guests
- Serve as back-up administrative support to the Senior Vice President for Philanthropy in the absence of the Development Administrator

Qualifications
- Commitment to Gulf Coast's values of service, integrity, and stewardship.
- Accurate, intelligent, strategic-thinker.
- Self-motivated and able to make solid and well-thought-out business decisions.
- Ability to understand and communicate the broad goals of Gulf Coast while remaining focused on the detail-oriented work and follow-through.
- Demonstrated experience working in a fast-paced environment.
- Ability to work well independently and within a multi-disciplinary team environment and manage multiple projects and priorities.

- Commitment to the highest standards of service to internal and external customers.
- Ability to recognize confidential information and to handle appropriately.
- Bachelor's degree and three to five years of office-based work experience
- Expert in the use of software programs, e.g. word processing, spreadsheet applications, presentation software, and database applications.
- Enthusiastically live the mission, vision, and values of Gulf Coast Community Foundation.