



## Position Description

Position Title: Development Coordinator                      Status: 20 hours/week

Supervisor: Executive Director                                  Supervises: N/A

### Position Summary:

Belonging to Each Other BTEO is a privately funded charity that assists our Falmouth MA neighbors transition from homelessness to stable housing. BTEO recently commenced its 10th season of providing temporary 24/7 transitional housing and providing supportive services. We operate as a team and collaborate with the full range of organizations in our town and on Cape Cod as we work to eliminate homelessness in Falmouth.

The Development Coordinator will report to the Executive Director and will work with others throughout the office when necessary. They will perform administrative and writing assignments related to fundraising, marketing and public relations and will gain firsthand experience in strategic planning to increase the capacity of a growing non-profit organization.

Additionally, the Development Coordinator will be involved with stewardship activities related to non-profit fundraising and relationship management, including working with a team to create and implement the fundraising, development and communications strategy for Belonging to Each Other, as well as donor and grant research and tracking. This role is entry level and will serve as the catalyst for a successful career in non-profit fundraising and relationship management for the right candidate.

As a part of the BTEO team, the Development Coordinator will display caring, sensitivity and flexibility in working with people experiencing homelessness. This work is fun, creative, fulfilling and challenging.

### Essential Functions:

1. Assist with the creation and implementation of the Development Plan that incorporates a range of strategies including annual appeals, major donors, grants, corporate and individual appeals, social media and special BTEO and partner events.
2. Support the Board's Development Committee, and the event and other volunteer teams, including taking meeting minutes and sending them to committee/team members in a timely fashion. Work with committees and the Executive Director in establishing and

adhering to event budgets, event preparation, and attend events to coordinate set up, implementation, and clean up.

3. Assist with the drafting, production and implementation of appeal campaigns and other fundraising communications and strategies.

4. Create content for and propose updates for the “donate” and “events” pages of the BTEO website.

5. Perform grant research and assist the volunteer grants team by maintaining up to date content for the grantwriters..

6. Perform administrative duties as needed including filing, copying, sorting, mailing, etc.

7. Assist in the production, personalization and mailing of acknowledgments and thank you letters. Assist the Executive Directors by preparing call lists to thank donors and supporters. Assist in making calls.

8. Attend networking meetings and community events with the Executive Director or other senior staff to refine BTEO’s relationship management skills, and enhance BTEO outreach and capacity. Assist in the scheduling, preparation of materials, and assembling supplies for these meetings and events.

9. Other duties upon request.

#### Position Qualifications:

1. Excellent written and verbal communication skills and knowledge of communication principles and practices.

2. Knowledge and experience with data entry systems and reporting.

3. Knowledge of social media tools: Facebook, Twitter, Knowledge of website management.

4. Interest and desire to learn how to become an impactful development professional

5. Proficient in the use of various MS Office programs, including Word, Excel and Outlook, and ability to use various databases. Experience with Donor Perfect and Constant Contact a plus.

6. Ability to prioritize, multi-task and follow through with minimal direction.

7. Attention to detail, project management skills, and being highly organized a must.

8. Flexibility in varied job assignments.

9. Willingness to pitch in when/where needed.

10. Upbeat, positive attitude and good sense of humor a plus.
11. An understanding of and belief in, the mission of Belonging to Each Other
12. Ability to work with compassion and patience in an environment shared with people experiencing homelessness
13. Bachelor's Degree

Physical Requirements:

1. Maintain dexterity, vision and coordination, sufficient to perform essential functions.
2. Ability to sit for extended periods of time for 4-6 hours a day.
3. Must be able to lift and move full file archive boxes.
4. Requires the ability to be mobile (including, but not limited to walking, bending, squatting, crouching, twisting, kneeling, reaching, etc.).