



<b>Job title</b>	<i>Development Coordinator</i>
<b>Reports to</b>	<i>Director, Communications and Development</i>

### 1. Job purpose

The Development Coordinator manages key external and internal activities supporting the mission of the San Antonio AIDS Foundation. As outlined below, the position includes a variety of development, fundraising and grants management responsibilities in support of the Director of Communications and Development.

### 2. Duties and responsibilities

#### Grants

- Maintain database of all potential granting agencies
- Contact funding entities on a regular basis
- Follow up on report deadlines
- Coordinate with staff for grant materials
- Assure timely follow-up for all potential grants
- Actively search and research grant opportunities

#### Development

- With the Director and the CEO, set a fundraising goal
- With the Director and CEO, diversify fundraising activities
- Maintain/update donor database; Conduct donor outreach and expansion
- Manage Kindful and Eventbrite accounts
- With the Communications Coordinator, prepare end-of-year tax letters
- Assist with fundraising appeals, including the Big Give and other fundraising outreach throughout the year
- Staff support for SAAF Board's fundraising committee
- Assist with Red Ribbon Collective activities
- Serve as liaison to contracted event planners
- Coordinate volunteers for events and other activities
- Assist with various duties for the annual WEBB Party and Run & Walk for AIDS and other fundraising events

#### Administration

- Fax, copy, and scan print materials
- File and archive materials
- Maintain department office supplies
- Assist in preparation of the Annual Report
- Other administrative assistance, as directed by Chief Executive Officer

### 3. Qualifications

1. Below are the minimum qualifications that are necessary for the position.

Qualifications include:

- a. Bachelor's degree (work experience in lieu of degree)
- b. Minimum of 2 years of years of relevant work experience
- c. Excellent verbal and written communication skills
- d. Strong organizational and interpersonal skills
- e. Ability to multi-task in a fast-paced environment
- f. Proficiency in all standard office equipment and the use of Microsoft Office software
- g. Proficiency with Photoshop, Adobe Illustrator and other design platforms is preferred
- h. Bilingual (English/Spanish) preferred
- i. Ability to work occasional evening and weekend hours related to special events and priority projects throughout the year

### 4. Working conditions

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The position may also require working with challenging clients and defusing client affairs as needed.

### Physical requirements

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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