**Willis Dady Homeless Services**

**Job Title:** Development Coordinator **Immediate Supervisor:** Development Director

**Agency Overview:** Since 1987, Willis Dady Homeless Services has been working to empower individuals and households to break the cycle of homelessness and become self-sufficient. Our mission is to empower all experiencing homelessness to build futures of self-sufficiency through advocacy, housing, and employment. Willis Dady offers robust and individualized services to households at risk of and experiencing homelessness in Linn County, Iowa. Our agency works closely with local homeless service providers to identify gaps in services and provide innovative and personalized ways to fill those gaps to best meet the needs of our community.

**Position Summary:** The **Development Coordinator** will join a growing development team to focus on the maintenance and growth of agency donor relationships and assist in coordination of a variety of public relations activities. The Development Coordinator will be responsible for managing the donor database, developing social media content, coordinating the newsletter, planning and participating in outreach activities, creating marketing materials and managing development administrative activity. The Development Coordinator will work with agency staff to understand programs and client needs, and will work closely with the Development Director to increase overall agency visibility within the community.

Strong writing skills, attention to detail and organization, consistent follow-through, independent problem solving, initiative, creativity, the ability to support multiple ongoing and new activities and passion for the agency mission are essential for the Development Coordinator’s success. Travel is required as part of the position and will be reimbursed by Willis Dady. The Development Coordinator must supply their own vehicle.

The position is full time (40 hours per week) with an hourly rate of $19.25 and a competitive benefits package: 75% of employee health premium covered by the agency, dental and vision plans, 3% Simple IRA match, short-term and long-term disability, life insurance, paid time off, personal days, flexible scheduling, and a 30-day paid sabbatical after five years of employment. Willis Dady is a federal student loan forgiveness qualifying agency.

**To Apply:** Please submit a cover letter, resume, contact information for three professional references, and up to three writing samples to Aaron Amundson at aarona@WillisDady.org or via mail at 1247 4th Ave SE Cedar Rapids, IA 52403. Interested applicants may also call for more information at 319-362-7555. Applications are now being accepted until the position is filled.

**REQUIREMENTS:** Qualified candidates must have a Bachelor’s degree and some experience working in a professional office setting. Experience in fundraising, marketing or public relations is required.

* Passion and compassion for serving people experiencing homelessness.
* Administrative writing skills, including copywriting, editing, and research.
* Attention to detail, ability to edit and consistently adhere to paperwork and project deadlines.
* Strong written and verbal communication skills that are respectful and targeted to various audiences.
* Strong independent problem-solving skills, organization and initiative.
* Strong teamwork: work productively and respectfully with various teammates.
* Proficiency in Microsoft Word, Excel, Publisher and in developing social media and website content.

***Don’t meet every requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. Willis Dady is dedicated to building a diverse, inclusive, and authentic workplace. So, if you’re excited about this role, we encourage you to apply anyways! You may be just the right candidate for this or other roles!***

**Principle Responsibilities/Duties**

1. Donor Stewardship
   1. Manage donor database (Bloomerang) by inputting and updating accurate data each week and generating reports as needed.
   2. Create and maintain positive donor relations through regularly scheduled and impromptu communication via phone, mail, email, social media, and additional outlets.
   3. Work closely with the Development Director to ensure timely generation and distribution of donor acknowledgements, pledge reminders, and other communications.
   4. Organize and conduct appeals and fund-related activities throughout the year.
2. Data Collection and Reporting
   1. Generate routine weekly and monthly data reports for Development and Accounting as requested.
   2. Assist in tracking development data for the strategic plan and various ongoing indicators.
   3. Create visual representations of outcomes to be shared with both the public and specific audiences as needed.
   4. Support the executive director and other staff with various projects and assignments including community committee responsibilities, assisting with job postings/hiring and media communications.
3. Marketing & Public Relations
   1. Create print and digital marketing materials as requested.
   2. Maintain agency website and social media presence.
   3. Participate in outreach activities with external partners as requested.
   4. Assist with marketing and sponsorships for agency fundraisers, facilitating a robust communications plan to market events and sponsors.
   5. Serve as direct liaison to the Board Events Committee, assisting with planning and activities.
   6. Assist Development Director to ensure all Willis Dady programs and our client population maintain positive visibility in the area through public speaking, shelter tours, presentations, workshops and appropriate public functions and media events.
4. Administrative Excellence
   1. Support the Development Director and other staff with various projects and assignments.
   2. Maintain professional and technical knowledge by attending appropriate trainings.
   3. Assist with general office duties.
   4. Contribute to the overall agency mission through miscellaneous duties as assigned.

**Other**

* Attend staff meetings and agency events as required.
* Complete required trainings and adhere to all guidelines, policies and procedures.
* Maintain ethical client relationships and confidentiality in accordance with policies

● Step in to assist with services at the Willis Dady shelter if needed

● Undertake special projects as assigned.

* Support agency volunteers and manage project specific volunteers as appropriate.
* Other duties as assigned.

Note: It is the policy of Willis Dady Emergency Shelter to provide employment without regard to race, color, religion, national origin, sex, age, marital status, disability, sexual orientation, Vietnam era or disabled veteran status. All offers of employment are contingent on a negative report on the State of Iowa Criminal History Records Check and Sex Offender Registry. Willis Dady is an At Will Employer.

*Description Updated May 2023*