

Chattanooga Room in the Inn (CRITI) is seeking a full-time Development Coordinator. Qualified applicants should email a cover letter and resume to ecreal@chattanoogaroomintheinn.com by February 11 for consideration. CRITI is an equal opportunity employer and operates a drug-free workplace. No phone calls please.

CHATTANOOGA ROOM IN THE INN

JOB DESCRIPTION

POSITION/TITLE: Development Coordinator

STATUS: Full-time/Non-Exempt

REPORT TO: Executive Director

DATE REVIEWED: 12/4/19

SALARY: \$40,000 - 50,000 (Based on experience)

DATE REVISED: 12/4/19

JOB SUMMARY:

The Development Coordinator is responsible for overseeing the resource development, public relations, and marketing programs of Chattanooga Room in the Inn (CRITI). Elements of resource development include: Major Gifts/Capital Campaigns, Annual Fund, Corporate and Public Support, Planned Gifts/Endowment Fund, and supporting Special Events.

KEY FUNCTIONS:

- Partner with the Executive Director and the Board of Directors in drafting and executing an Annual Development Plan with budget.
- Develop, implement, and monitor progress toward short- and long-term fundraising strategy and goals.
- Supervise, set goals with and for, and review the performance of any direct reports.
- Identify and cultivate relationships with current and prospective funders and supporters.
- Maintain schedule and oversight of all fundraising activities which include but are not limited to grants, special events, direct mail appeals, and corporate partnership initiatives.
- Work with the Board of Directors, including the related committees, on development-related projects.
- Participate in the planning, writing, and review of grant applications, budgets, and reports.
- Manage expense budgets for all fundraising, public relations, and communications efforts.
- Give budget input in preparation for Board and related committee meetings.

- Coordinate all media and public relations outreach opportunities. Manage the organization's marketing, messaging, and communication plans. Set and monitor adherence to branding guidelines in mass communications efforts.
- Maintain mainstream and social media accounts (e.g., Facebook, Instagram, Twitter) as an avenue to publicize and market CRITI's activities. Explore new strategies and tools to reach additional donors.
- Serve as a public representative of the organization as needed.
- Cultivate relationships with community members to build awareness of, and commitment to, CRITI's mission.
- Oversee the maintenance and expansion of the organization's database of supporters.
- Participate in Board meetings and prepare reports as requested by the Executive Director.

EDUCATION:

- Bachelor's degree required, preferably in business, marketing, or communications

EXPERIENCE:

- Minimum of three years' experience in fundraising, public relations, and/or marketing

QUALIFICATIONS/KNOWLEDGE/SKILLS/ABILITIES:

- Experience in donor cultivation, grant writing, contracts management and special events preferred.
- Demonstrated track record of personal accountability and professionalism in a diverse, results-oriented work culture while maintaining an optimistic attitude.
- Strong interpersonal, supervision, administration and management skills.
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Proficiency in Microsoft Office programs. Familiarity with donor tracking systems preferred
- Resourcefulness, creativity and strong problem-solving skills.
- Maintain a valid driver's license; maintain a satisfactory driving record; carry state-required insurance for vehicle used to transport participant(s).
- Verification of citizenship or eligibility to work in the United States as outlined under Immigration Reform and Control Act of 1986.
- Ability to verbally converse with participants/resources over the phone and in person.
- Must be able to communicate effectively with co-workers, participants and other sources utilizing strong written and verbal communication skills.

- Demonstrated ability to facilitate training through informative and persuasive presentations with an aptitude to provide instructions and direction for a variety of audiences.
- Ability to consider various viewpoints to bring multiple parties to a mutual consensus. Must be able to effectively work independently with minimal supervision.
- Must be able to work a flexible schedule that accommodates the needs of the organization.

Salary will be commensurate with experience.

Erin Creal, MBA
Executive Director
Chattanooga Room in the Inn
423.624.6144
www.chattanoogaroomintheinn.com