

Job Description
Development Coordinator

H.E.R.O. for Children, Inc.

The mission of H.E.R.O. for Children Inc. (HERO), a 501(c)3 non-profit organization located in Georgia, is to improve the quality of life for children infected with and affected by HIV/AIDS through enriching programs, unforgettable experiences and connections with the community. HERO is the only organization solely dedicated to improving the quality of life for these children in Georgia, and works collaboratively with other community-based organizations in the Atlanta area and across the state.

Development Coordinator

HERO is funded primarily through private donations from individuals and corporations, and through large scale fundraising efforts on two college campuses; the University of Georgia and Georgia Tech.

HERO is fortunate to have a strong network of private donors and corporations in Atlanta; the Development Coordinator will continue to nurture and grow these relationships while developing new ones with large potential donors for HERO in an effort to secure ongoing program sponsorships and general contributions. The Development Coordinator will work with the (student) Executive Directors of the UGA HERO and GT HERO college philanthropic models to provide fundraising and logistical support so that the organizations are successful in their fundraising endeavors. Furthermore, the Development Coordinator will work collaboratively with the Executive Director to lead HERO's ongoing efforts to effectively communicate the life-changing impact its programs are having on the quality of life for children infected with and affected by HIV/AIDS.

This position reports to the Executive Director.

Essential Job Functions:

Private Donor and Corporate Development

- Identify, cultivate, solicit, and steward qualified prospects and new donors, while managing HERO's current portfolio of qualified donors and corporate relationships.
- Utilize existing and develop new tools with which to solicit and secure program sponsorships and general contributions.
- Create and oversee an effective and viable donor management and communication system, frequently communicating with donors via email, letters, telephone and face-to-face meetings (Note: the Executive Director will supplement these efforts with HERO's largest donors).
- Oversee and maintain accurate tracking of applicable donor data using Donor Perfect.com, including the production and mailing of regularly scheduled "thank you" letters/cards/notes.
- Organize donor/sponsor events to both generate funds and thank major donors. This may include organizing fundraising galas and dinners, as well as working collaboratively with

partner organizations and donors to create and execute other methods of raising funds for HERO.

Collegiate Philanthropy Management

- Serve as the primary point of contact from HERO headquarters to the college level Executive Director/Executive Boards at UGA HERO and GT HERO, advising the students in fundraising strategies, communication, and organizational issues.
- Hold monthly/bi-monthly meetings with the Executive Director/Executive Board of UGA HERO and GT HERO, and attend additional meetings as needed.
- Help ensure that UGA HERO and GT HERO achieve their fundraising goals while assisting with the monitoring of spending against budgets.
- Work diligently to replicate the college philanthropy model at other colleges in Georgia.

Communication

- Compile information and send quarterly updates for all program sponsorship donation programs (in conjunction with the Director of Programs).
- Oversee and manage the information on HERO's web site; ensure that it is updated regularly, and accurately reflects HERO and its programming.
- Oversee the writing, production, and dissemination of all HERO print materials; ensure that such materials are updated regularly, and accurately reflect HERO and its programming.

Additional duties may include other development or communications-related tasks or projects, as identified by the Executive Director.

Qualifications

- Bachelor's degree in Business, Marketing or similar field.
- Minimum of 2 years' experience in non-profit fundraising, sales or related field. Preferred experience in securing financial sponsorships and in-kind donations.
- Skilled at initiating, developing and managing donor relationships at all levels (i.e., researching and soliciting potential donors, tracking and managing leads, networking, etc.).
- Experience or familiarity with and passion for pediatric programs for infected and affected children.
- Excellent oral and written communication and interpersonal skills.
- Well-developed public speaking and presentation skills.
- Experienced networker who approaches opportunities from a collaborative perspective.
- Impeccable organizational and time-management skills.
- Outstanding phone communication and follow-up skills.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook.
- Must be an energetic and self-motivated individual with a results-oriented mentality who thrives in the high energy and fast-paced environment of a growing non-profit.

Compensation

Competitive salary and a benefits package that includes an annual bonus (up to 20% of salary), paid vacation, sick/personal days, medical, dental and vision insurance.



4497 South Old Peachtree Rd. Norcross, GA 30071

Hearts **E**verywhere **R**eaching **O**ut for Children, Inc.

Application and Additional Information

A cover letter of application and resume' (as Microsoft Word attachments) must be submitted electronically to both of the following E-mail addresses: 1) donna@heroforchildren.org, 2) nmaveryconsulting@gmail.com.

AN EQUAL OPPORTUNITY EMPLOYER