



Position Title: Development Coordinator
Reports to: Chief Business Development Officer (CBDO)
FLSA Category: Exempt

Overview of Organization & Position

Since 1937, Triangle Family Services (TFS) has served as the place to turn for innovation and solutions for families facing crisis. TFS accomplishes its mission of, “Building a Stronger Community by Strengthening the Family”, through its three core program areas including, Family Safety, Financial Stability and Mental Health. Serving more than 2,000 families annually, with a 90% success rate, and 71% of our client base living below the federal poverty level. Families experiencing crisis seek TFS’ trained, accredited, and credentialed staff that provide critical financial, mental health and abuse intervention services. As TFS’ experts delve deeper into each family’s case, it is often found that there is a need to provide them with a comprehensive suite of services, which enables our community to thrive and prosper. Visit www.tfsnc.org for more information.

Position Summary

Development is composed of fundraising, events, and data management. The Development Coordinator will work under the supervision of the Chief Business Development Officer and focus primarily on managing the donor database, including tracking of communications with the donor, contributions, and deadlines. This position will also focus on social media presence by attending events in order to capture photos and create content for social media platforms and establishing schedule for posts. The coordinator will:

Development

- Support the mission and values of Triangle Family Services and ensure policies and procedures are adhered to
- Coordinate corporate, community, and individual prospects for the organization’s fundraising priorities
- Coordinate and provide input into internal/external communications
- Furnishes regular reports and other information regarding the status of events and giving, as needed and/or directed
- Manage data input for key performance indicators
- Manage and implement social media plan, including updating and managing lists, securing content, writing material, and having material approved
- Assist in researching grant prospects and preparing grant applications
- Maintain and update donor information on Raiser’s Edge
- Prepare reports using Raiser’s Edge and prepare and edit donor thank-you letters

Events

- Coordinate fundraising events, special projects, and support third party fundraising events as needed.
- Help execute communication and media relationships for the promotion of fundraising, events, and successes



Experience, Skills, and Education

- Passion for Triangle Family Service's mission of strengthening families
- Bachelor's degree or equivalent experience
- 2-5 years of proven successful fund development experience
- Positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative
- Experience communicating with, influencing and engaging partnerships, prospects, and donors
- Excellent verbal and written communication skills
- Work well with a team as well as alone, with little supervision and being held accountable for results
- Work well under pressure and meet tight deadlines
- Proficient in internet navigation, MS Office software and social media
- Experience using social media for fundraising and marketing purposes
- Experience with donor and event management databases required, ex. Raiser's Edge
- Calm demeanor and must be comfortable communicating and working with diverse populations and supporters

Working Hours/Conditions

Hybrid, Full-time 40 hours per week Monday through Friday. Must be able to sit or stand for varied periods of time throughout the workday. Some travel for off-site meetings, events or tasks may be required. Work schedule may involve occasional evening and weekend hours.

TFS provides equal employment opportunities to all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws

TFS requires all employees to be fully vaccinated against COVID-19, where allowed by state or local law unless approved accommodation is applicable.

This is a unique position for a fundraising professional seeking an opportunity to work at a leading and growing nonprofit. This position will require entrepreneurial thinking and a good temperament. TFS is seeking a person who is a good fit internally with its excellent staff, as well as externally with its many constituents. Please note that TFS reserves the right to modify titles, scopes of work and salaries included in offers of employment in alignment with the skills and strengths of applicant finalists.

To apply please submit resume, cover letter, and salary requirements to resume@tfsnc.org