

**COMMUNITY FOUNDATION of MIDDLESEX COUNTY**  
**Development Coordinator**

**Reports to:** President & CEO

**Position Overview:**

Reporting to and in partnership with the President & CEO, the Development Coordinator will assist in development efforts as the Community Foundation of Middlesex County continues to grow. A new position in the organization, the Development Coordinator will have the opportunity to build and grow the development function.

**Responsibilities:**

- Develop and execute, with the President & CEO, the Community Foundation's annual fundraising plan.
- Secure financial support and sponsorships from individuals, foundations, and corporations and manage all administrative aspects of such efforts.
- Manage the donor component of the FIMS processing/fundraising database and tracking system.
- Create and execute a strategy for a sustained base of annual individual donors.
- Oversee all aspects of special events, including fundraising and volunteer coordination.
- Assist in the Community Foundation's Leadership Circle efforts.
- Establish an effective research and communications program for prospective donors and supporters.
- Oversee grant solicitations including research, proposal writing, and reporting requirements.
- Expand the planned giving program.
- Oversee creation of publications to support fundraising activities; create and maintain gift recognition programs.
- Staff Board Development Committee meetings.
- Perform other related duties as requested.

**Qualifications:**

- Bachelor's degree; minimum of 3-4 years' experience in development.
- Must embrace the mission of the Community Foundation.
- Possess the skills to work with and motivate staff, Board members and other volunteers.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive, professional attitude; show concern for people and community; demonstrate presence, self-confidence, common sense and good listening skills.
- Commitment to providing high quality service to donors, colleagues, volunteers and grantees.

- Strong interpersonal, verbal and written communication skills.
- Excellent attention to detail.
- Exceptional computer skills; thorough knowledge of Microsoft Word, Excel, PowerPoint, and Outlook. Experience with data bases necessary, as well as the ability to learn new applications with minimal supervision.
- Experience with Constant Contact and social media vehicles, particularly in the business or nonprofit arenas.
- Strong knowledge of office procedures and the ability to prioritize and manage a great variety of tasks and projects.
- Ability to assume responsibilities on a proactive basis.
- Desire to work in a team-based, collegial, hands-on environment.
- Ability to think creatively and find new and innovative approaches to reaching out to donors and sponsors.

Interested candidates should submit a cover letter and resume. A cover letter is required as a writing sample and should describe why this position is of interest, as well as outlining specific qualifications for this position. Application materials should include salary requirements and a detailed resume. Resumes without a cover letter will not be considered. Materials may be mailed or e-mailed to:

Cynthia Clegg  
President and CEO  
49 Main Street  
Middletown, CT 06457  
[Cynthia@MiddlesexCountyCF.org](mailto:Cynthia@MiddlesexCountyCF.org)

The Community Foundation of Middlesex County is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

For more information about the Community Foundation of Middlesex County, please visit our website:

[www.MiddlesexCountyCF.org](http://www.MiddlesexCountyCF.org)