



March 8, 2023

Position Title: Development Coordinator

Reports To: Development Director

Job Summary: The Coordinator plays an integral role in the fundraising plan of Ohio Right to Life (“ORTL”). The Coordinator will assist in developing a strategic plan for the organization in conjunction with the CEO, President, Development Director, Board and Staff, and he/she will participate in the execution of that plan. The Coordinator’s role has a heavy emphasis on working directly with our donors to build a relationship focused approach to fundraising. We appreciate at ORTL that fundraising is a ministry and is most successful when it emphasizes the flourishing of each individual donor rather than just each individual donation. This role is responsible for assisting at all fundraising events, donor relationships and grants for Ohio Right to Life.

Essential Job Functions:

- Assist the development efforts of ORTL and participate in ORTL’s fundraising events, donor relationships, database and grants.
- Help develop, implement, and evaluate the annual fundraising plan in collaboration with ORTL’s team and Board.
- Help to create a culture of philanthropy with the Board, team members and donors.
- To Steward those who invest into the ministry of ORTL with intentionality, respect, and care and to honor their investment with integrity.
- Works with CEO, Development Director, President and Administrative Director (“AD”) to cultivate and steward major donors.
- Handles the stewardship of donors including working with AD with donor data entry, receipting and thanking donors in a timely manner.
- Assists with foundations, direct mail, major donors, churches, annual sponsorship, monthly donors, fundraisers, capital campaigns, and individuals.
- Assists CEO and Development Director in maintaining and building new relationships in the community. The Development Coordinator should also engage donors and their charitable work in the community outside of the ORTL.
- Discovers and helps implement new areas of fundraising.
- Provides monthly reports to the Development Director and CEO.

Specific requirements include:

- Seeking a candidate eager to gain professional fundraising experience.
- Seeking a candidate who will be able to help identify, cultivate, solicit and steward current and prospective donors.
- Willing to travel, approximately 25 percent of their work time.
- Excellent writing/editing and verbal communication skills.
- Familiarity with donor database systems.
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.