



Job Opportunity

Title:	Annual Fund Coordinator or Manager
Reports to:	Executive Director
Salary Range:	\$40,000 to \$70,000 dependent on experience

Summary of Position: The Annual Fund Coordinator or Manager will provide organization to all aspects of fundraising including data maintenance, fundraising research/coordination/optimization, event planning, volunteer coordination, and individual/corporate/minor foundation donor stewardship. This is a great opportunity to gain experience with a variety of activities and contribute to the strategic advancement of the agency's mission. They will work collaboratively with the Leadership Team, Program Team, Marketing and Communication Coordinator, and the Board of Directors' Advancement Committee. Connections with the agency and external partners will be built through relationships, using an equity lens, while working toward solutions that help create a dynamic space for U4C teams. The selected candidate will participate in building a community-centric fundraising model. The selected candidate will be driven and enthusiastic about raising funds and building relationships for United 4 Children.

Position title and salary will be dependent on chosen candidate's experience. Opportunities for promotion over time and with proven success.

Experience and Skills Desired

- A minimum of 2 years' proven experience fundraising. Experience in business development or early childhood education will also be considered.
- Confidence in external communications, public speaking, and developing supportive relationships.
- Working knowledge of Microsoft Office Software, including Word, Excel, and PowerPoint.
- Familiar and comfortable with the use of technology to communicate, including email, cell phone, voicemail, and text messaging.
- Proficiency with fundraising database software and ability to analyze detailed data are strongly desired.
- Project management with proven success at working in multiple teams simultaneously, organizing and balancing complex work demands.
- Demonstrated success with social media is a plus.
- Knowledge of or willingness to learn about and implement community-centric fundraising.
- Must have a passion for getting things done, and an appreciation for details. Must believe in continual process improvement and be ready to jump in to handle challenges as they occur.

Benefits

United 4 Children offers generous PTO and workday flexibility, option to work from home or in office, health, dental, vision, life insurance, 401K, and more.

To Apply

Applications accepted until November 1, 2021. To apply for this position please send resume and cover letter to finchd@united4children.org.

U4C is an equal opportunity employer. Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Summary of Programs

All programs at United 4 Children use evaluation and assessment, education, and coaching to empower caregivers to nurture whole-child development through early childhood and afterschool programs. We strive to achieve the following outcomes.

1. Children are welcomed in accessible childcare settings and supported with their unique needs.
2. Early childhood educators are empowered to implement high quality care for children birth through third grade.
3. Communities, families, and early childhood educators understand and are equipped to nurture whole child well-being and development.

Our clients are early childhood educators, families, children, and the communities where they live. We serve the states of Missouri and Illinois, and each team member is responsible for a geographic region and caseload.

Core Values

The core values of United 4 Children steer all the work that we do. It is expected that employees commit to these values.

Community

- Everyone has an opportunity to participate.
- Actively engage during and after both internal and external meetings.

Trust

- Work to build mutual trust through respectful relationships.
- Join your stretch zone.

Equity

- Listen, ask, clarify.
- Practice self-awareness.

Empathy

- Find positive intent and respect one's feelings.
- Check on your teammates.

Required Responsibility Commitments

- Intentionally keep the U4C mission, vision, and core values and how it impacts our clients, staff, and stakeholders in the forefront of your work
- Lift up team voice and come to meetings representing your team
- Be organized and prepared for meetings
- Model listening and self-reflection
- Provide accurate and honest information either in the moment or later
- Provide strategic planning support through feedback and implementation
- Develop and maintain relationships across teams
- Implement and promote agency culture within all teams
- Proactively work with Leadership Team to successfully meet deliverables and outcomes
- Follow agency standard operating procedures

Required Quality Commitments

- Desire to ensure that every child has the foundation to thrive
- Collaborate internally and externally
- Demonstrate commitment to meeting deadlines and being accountable
- Showcase integrity by following through with your commitments
- Commit to personal and agency professional development
- Champion the mission and vision of United 4 Children professionally and personally
- Follow ethical standards and confidentiality
- Professionally represent United 4 Children at internal and external meetings and events
- Pro-actively communicate to team when changes are needed
- Showcase desire to take initiative and work independently
- Demonstrate ability to work in person and virtually
- Diligent use of a justice, equity, and inclusion lens when working with self and others

Travel

- Must have valid driver's license, reliable transportation as needed, and carry automobile insurance with the required level (\$300,000/\$100,000) of liability insurance
- Travel to networking events, outreach events, and fundraising events

Estimated Time Commitments

- Some evenings and weekends required
- If working from home, must provide immediate supervisor an anticipated schedule of work with updates as needed
- If working from home, must be available for agency needs during the open hours of United 4 Children
- The chart below is based on monthly *estimates* of activities and time

Activity	Deliverables	Percentage of time	Hour breakdown
Agency Activities	<ul style="list-style-type: none"> • Attend and participate in staff meetings, communicate key information to team- Core team, All Staff, and other team meetings • Serve as liaison to board of directors' Advancement Committee. • Promote activities related to Equity in Action and Design Groups • Utilize O365 for internal and external communication in a timely manner • Contribute to the development of strategic goals and objectives of the organization. • Maintain continuous lines of communication, keeping the ED informed of all critical issues. • Participate in annual self-evaluation and development plan 	10%	15

Outreach and Fundraising Events	<ul style="list-style-type: none"> • Plan, organizes, and executes annual giving days • Plan and manage 1-2 events in collaboration with host committees and board committees • Identify and cultivate relationships with outside organizations or individual donors/volunteers who are willing to host third-party fundraisers • Work with Marketing and Communications team to manage online and offline event promotion, collateral, and media opportunities • Identify ways to expand, enhance, or revamp existing events to increase revenue and improve attendee experiences • Work with Marketing and Communications team to identify marketing opportunities to promote and secure potential volunteers and donors • Participate in community outreach events • Manage and coordinate volunteer opportunities 	25%	40
Database Coordination	<ul style="list-style-type: none"> • Responsible for the day-to-day maintenance of the donor database in support of all development initiatives • Incorporate current data to enhance and strengthen fundraising programs and activities • Prepare and present monthly reports on donation deposits, events, annual fund performance, metrics, and statistics • Collaborate with Operations team to ensure accurate and effective fundraising revenue and expense recording, tracking, and reporting • Ensure all donors/participants are properly receipted for tax purposes 	20%	35
Annual Fund, Stewardship and Relationship Building	<ul style="list-style-type: none"> • Co-design and follows a comprehensive annual fund campaign with targeted solicitations, goals, and activities in collaboration with the Leadership team and board committee • Coordinate the annual fund plan with the external calendar as well as internal events and activities • Activate a culture of philanthropy among staff and volunteers through creatively involving them in fundraising programs and events • Initiate and manage identification of relationship-building opportunities and activities with key donors and constituents • Initiate and manage Leadership team’s meetings with prospects, donors, and constituents to steward, 	40%	70

	cultivate and solicit for sustained and increased support <ul style="list-style-type: none"> • Use prospect research to develop targets and solicitations strategies • Generate correspondence for donors, beginning with the initial solicitation through the composure of gift acknowledgements including sending thank you notes, and making personal “thank you” calls 		
Paid time off	<ul style="list-style-type: none"> • Approved leave 	10%	13
Total		100%	173 out of 173

The above statements are intended to describe the general nature and level of work performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified