

Development Coordinator

Posted June 13, 2011. Expires August 12, 2011.

Team Genesis is a non-profit organization headquartered in Virginia. It was founded to accomplish the following goals:

- To teach the art of basketball and other sports with the purpose of maximizing the athletic potential of participants in the area of their careers, academic aspirations, and the attainment of their personal goals.
- To network and partner with other athletic organizations on a local, regional, national, and international level and with professional, collegiate, and amateur level athletes for the athletic development of promising athletes.
- To initiate and support community-based mentorship opportunities, support programs, humanitarian activities, rehabilitation and prevention programs, positive recreational opportunities, and educational programs.

Support for these goals comes through private donations from individuals, foundations, and corporations.

The Development Coordinator will lead fundraising for TG. He/She will be responsible for developing and leading the institution's strategic plan for growing the organization, and significant attention will be given to cultivating community relationships. His/Her efforts will significantly impact an organizational goal to raise a minimum of \$450,000 annually. The ideal candidate will be an accomplished, sophisticated and community-focused fundraiser with a spirit of saying "thanks". A minimum five years of nonprofit fundraising experience with educational or youth organizations is required, or, two years non-profit experience with a minimum of five years proven successful sales experience. The position reports to the Director of Operations and is based in Lynchburg, Virginia. A long-time citizen of the Lynchburg community will be most successful in this position.

Please include salary requirements and cover letter with resume. Resumes can be e-mailed to JoinTheTeam@teamgenesis.org or mailed to: PO Box 18853, Lynchburg, VA, 24506. No phone calls please.

Job Description - Development Coordinator

The Development Coordinator will be responsible for developing and implementing the development strategy for Team Genesis. Reporting to the Director of Operations, the Development Coordinator will be responsible for coordinating each program's fundraising goals

and engaging sponsors in ongoing service activities. This includes cultivation and leveraging key relationships and contacts within locally and nationally.

The Development Coordinator will be responsible for helping the Executive Director, Sponsorship Consultant and other staff to initiate funding from private foundations and businesses. The Development Coordinator will be independently responsible for developing strategies for identifying new sources of income from individuals, events, and governmental grants, among others. Under the primary supervision of the Director of Operations, the Development Coordinator will be responsible for the following tasks:

1. Engaging in research to identify new individual and government prospects.
2. Effectively communicate with grant proposal writer for the development of funding from foundation sources.
3. Co-report to Sponsorship Consultant regarding advancement in the area of business sponsorships.
4. Work with marketing team to evaluate marketing options.
5. Develop, coordinate and implement a new donor recognition program.
6. Assist with the development, coordination, maintenance and implementation of the annual fundraising plan.
7. Writing fundraising letters and appeals; maintaining regular correspondence with foundations, donors, and board members; overseeing mailings. Cultivates donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits.
8. Cultivate and nurture relationships with current and potential foundations, sponsors, and individual donors.
9. Supervises most development and public affairs matters. Produces general content for website.
10. Dedicate on-going attention to personal professional development through trade organization networks.
11. Possess excellent interpersonal and intercultural communication skills; excellent oral communication and ability to participate in public speaking events.
12. Team Genesis is a Christian organization. Commitment to our motto of excellence in character is mandatory.
13. Must possess a strong attitude of gratitude and thankfulness; always keeping the good of the participants and the spirit of the donors a priority.

Team Genesis is an equal opportunity employer.