



## **Development Coordinator Job Description**

Part time, currently funded at half-time, exempt, new position with the Multnomah Bar Association (MBA), providing development services for the MBA's foundation; reports to the MBA Executive Director.

### Duties include:

1. Implementing a two-pronged Multnomah Bar Foundation (MBF) fundraising campaign plan.
2. Planning and conducting the first prong, multi-year campaign, building off the success of the MBA 100<sup>th</sup> anniversary campaign. Over the next three years, the first prong, (85% of focus), primarily targeted at law firms, anticipates that the campaign will raise \$300,000 - \$450,000 to advance law-related education.
3. Planning and conducting the second prong - an annual set of activities aimed at raising unrestricted and administrative funds from individual lawyers and moving supporters up the donor pyramid (15% of focus). The goal is to raise \$40,000 annually by 2011.
4. Providing assistance to volunteers on the MBF Development and Campaign committees and taking meeting minutes.
5. Preparing timely fundraising letters and other correspondence including thank you letters and recognition documents.
6. Attending MBF Board meetings and reporting on development accomplishments and efforts.
7. Working independently as well as a team member; solving problems and developing creative approaches.
8. Performing future committee duties as requested by the executive director; expanding future development activities that may include corporate giving and events.

### Required Education and Experience:

- Bachelor degree from an accredited college or university.
- Minimum two years experience fundraising for nonprofits and building community relations.
- Track record of developing and maintaining productive working relationships with volunteers, staff and donors and meeting deadlines.
- Excellent verbal and written communication skills.
- Proficient computer skills; plus database experience preferred.