



Development Coordinator

Job Description

The Arc's Mission: To enrich the lives of individuals with intellectual and developmental disabilities

Job Function: This full time position works with the Development Manager on The Arc's development activities including fundraising, special events, grants, volunteer coordination, and external communications efforts for the agency. The person in this position works directly with Arc board members, top management, and external organizations and supporters to further community awareness of The Arc and the needs of those with intellectual and developmental disabilities. Fundraising is a key component of The Arc's overall administrative activities since over one-quarter of The Arc's revenue comes from community, corporate, foundation, and individual contributions and grants as well as special events.

Qualifications for Position: The preferred individual will have some previous experience in development, fundraising, special events, and/or communications in the nonprofit environment. A Bachelors Degree in a related field is required. Knowledge of corporate and individual philanthropy in the San Antonio area is a plus. Prior experience in event planning is desired. Excellent written and verbal communications skills are required along with organizational/time management skills and mature judgment and behavior. Must be competent in basic office computer software (Word, Excel, and Powerpoint) (experience with Adobe Creative Suite is a plus) and be familiar with social media applications such as Facebook, Twitter, and Instagram. A willingness to learn new programs and platforms is desired. Must be willing to work flexible hours on occasion, although primary hours are 8-5, Monday-Friday.

Immediate Supervisor: Development Manager

Salary Range: \$33,000-\$42,000

Duties:

- Planning and implementation of agency fundraising events including but not limited to: The Arc's annual benefit gala, the annual community breakfast, Achievers Banquet, and other community fundraising and awareness occasions. Includes detailed event planning and coordinating with event venues, caterers, A/V consultants, printers, etc. along with coordination of event volunteers
- Assists in production and distribution of agency publications as needed

- Develops materials and presentations to promote The Arc of San Antonio and its mission in the community (to include coordinating United Way campaign presentations)
- Observes Arc programs and participants (adults and children) as needed to understand the agency's mission and to effectively communicate The Arc's mission and needs to potential donors and grant agencies
- Coordinates with other Arc managers on volunteer activities with corporations and individuals wishing to assist the agency with projects or direct care functions
- Involvement with grant preparation and site visits as needed by Development Manager
- Assists in maintenance of the Arc's on-line website and The Arc's Facebook page and Twitter
- Interacts with local donors, corporate foundations, and other charitable entities to provide information on The Arc's services and needs
- Makes periodic presentations on The Arc's mission and services in the community to employers, donors, and supporters to increase community awareness and donations
- Maintains and supplements the Arc's donor database and connectivity to regular Arc donors and supporters

Resumes and cover letters may be sent to: Andrea McClendon at (210) 490-4300, ext 127 or email: amclendon@arc-sa.org or mail to: The Arc of San Antonio, 13430 West Ave, San Antonio, 78216