

**Position Description**

**Title:** Fund Development Coordinator

**Reports To:** President

**Date:** July 2021

**Position Summary:** The focus of this position is to work collaboratively with the President, Outside Contractors, Board of Directors and other SU staff members in five key areas:

* Foundation / Funding Partners research
* Funding Partners Grant requests and reporting
* Major Donors – Connecting, communication and follow-up
* Planned Giving Initiatives / Marketing
* Database Management and Oversight

This will involve a variety of organizational, administrative, editorial, financial, research, database and donor contact tasks.

Also, with God’s help, maintain a lifestyle consistent with biblical principles, and keep a healthy balance between spiritual, family, intellectual and personal life.

**Principal Duties and Responsibilities:**

1. Develop and manage a system for tracking and coordinating all of Scripture Union’s foundation activity. Search for and research new foundation and major funding sources.
2. Develop proposals, reports, budgets and other communication for foundation cultivation, solicitation and follow up.
3. Develop and manage a system for building relationships with and increasing the giving of Scripture Union’s top individual donors. Maintain major donor records and files.
4. Coordinate Planned Giving strategy and marketing plan.
5. Manage donor database updates, maintenance, and daily operational situations.