



Job Title:	Resource Development Coordinator	Reports to:	Executive Director
FLSA Status	Non-Exempt	Position Type:	Full-time (40 hours/week)

Our Mission- Enable the aging and home bound to live at home independently, safely, and with dignity.

Organization Overview: Enable Madison County is a non-profit agency located in Huntsville, Alabama, that has been providing services to individuals aged 60 and older, as well as to the homebound of all ages (including those who are wheelchair or bed bound), since 1979.

Our mission at Enable Madison County is to empower the aging and homebound to live independently, safely, and with dignity in their own homes. Our aging-in-place program is specifically designed to support these individuals by offering volunteer services that address their unique physical and emotional needs.

The success of Enable Madison County's mission relies heavily on the tremendous support we receive from the local community. All of our services are provided free of charge to clients and are based solely on need, without regard to income, race, social status, or religion. Enable Madison County does not receive any federal or state budgeted funding or insurance reimbursements, and we are a 501(c)(3) non-profit organization.

For 45 years, we have been dedicated to serving the North Alabama community.

Full Job Description

The Resource Development Coordinator is responsible for working with the Executive Director, Board of Directors and Resource Development Committee for planning and coordinating all aspects of fund development and public relations for Enable Madison County. Provide leadership on all fundraising initiatives including special events, major gifts, planned giving, sponsorships, donor cultivation and grant writing. Identify, organize and manage the fundraising activities of Enable Madison County with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, faith communities, and individuals.

The Resource Development Coordinator plans, directs, and coordinates activities designed to create and maintain a positive and favorable public image while raising issue awareness within the perimeters of the Enable Madison County mission, goals, values and vision. This work is done in support of Enable's mission and within the guidelines of its policies and procedures.

Key Responsibilities

Planning

- Develop and implement a comprehensive written annual resource development plan with strategies for donors and prospects in each constituent group including: individuals, faith groups, organizations, corporations, etc.
- Provide monthly reports to the ED which measure progress towards achieving the plan.
- Broaden Enable's fundraising by developing approaches such as planned giving, solicitation of bequests, and endowment programs.



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Grant requests and administration

- Assist Grant Coordinator and Executive Director with researching and writing grants for Enable of Madison County’s services and programs.
- Assist Grant Coordinator in providing timely reporting and ensure compliance as required by grant award documentation.
- Administer draw requests for any funding source which operates through a “draw down” or reimbursement process.

Gifts Cultivation

- Create and implement strategies for donor development and cultivation which will provide a diverse and sustainable funding base for Enable Madison County.
- Keep up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and inform the affiliate leadership of items that would benefit Enable Madison County.
- Create and implement major gifts program, planned giving program, and volunteer giving program.
- Identify and pursue new sources of corporate and foundation funding.
- Build and maintain relationships with major donors of all types, develop strategies for solicitation, and solicit or coordinate the solicitation by other affiliate staff, board or volunteers, as appropriate.
- Create and update collateral materials to support gift cultivation.
- Develop and implement all aspects of direct donor mailings, appeal letters, and other donor mailings as needed.
- Ensure that the donor database information is current and accurate.
- Acknowledgement of all gifts and donations.

Events

- Manage or oversee all Enable Madison County events.
- Promote events to the business community as a way to support Enable Madison County and provide support to those groups that want to host an event.
- Work with appropriate team members and volunteers to ensure that all aspects of a successful event are coordinated towards a common goal.
- Develop and solicit sponsors for wheelchair ramps and events as needed.



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Public Relations and Marketing

- Write press releases and media alerts.
- Develop and maintain media contacts with area media outlets.
- Oversee and direct all media relations, social media communication, media production and general branding of Enable Madison County and all its programs.
- Create marketing materials for Enable Madison County
- Build and sustain working relationships and communication with community associations; Aging in place advocates and coalitions; business leaders; lenders; grant funders; faith based organizations and churches; school administrators, schools, universities and youth groups; and other institutions.

Qualifications

- Bachelor’s Degree in Public Relations, Communications, Marketing or 5 years of applicable work experience
- 3-5 years of experience working with social media platforms
- 3-5 years of fundraising experience
- Experience in non-profit setting is a plus
- Knowledge of Office 365, Apple Software, Filemaker Pro, Adobe Products, WordPress, CANVA, E-Tapestry is a plus
- The use of effective communication and interpersonal skills
- Ability to work with minimal supervision – self-motivated & confident
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to inspire, train, motivate, and challenge volunteers.
- Confident public speaking and able to express ideas verbally and in writing.
- Work well under pressure
- Committed to Enable’s Mission

Physical demands

The physical demands outlined below are typical for employees to successfully perform the essential functions of this job. Reasonable accommodations may be provided to enable individuals with disabilities to fulfill these essential functions.

As the Community Outreach Coordinator, you will primarily work in an office environment. You may spend approximately 80% of your time in a stationary position.

Additionally, the role requires you to perform tasks outside of a typical office setting, which may include the following physical demands:



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- Climbing, ascending, or descending stairs and ramps
- Stooping, kneeling, crouching, and bending
- Standing for extended periods
- Lifting items weighing 10-25 pounds

Work environment

As an equal opportunity employer, Enable Madison County is committed to providing reasonable accommodations to qualified applicants and employees with disabilities, in accordance with applicable laws, unless doing so would create an undue hardship. The characteristics of the work environment described here reflect the conditions an employee may encounter while carrying out the essential functions of this job.

The work is primarily conducted in an office setting, where attention has been given to the health, safety, and comfort of employees. The employee is required to provide personal transportation for work-related travel within the agency's service area. Additionally, the employee may need to travel outside of this area, which may occasionally involve overnight stay.

Occasionally, this work is performed in other community locations and the employee must be able to provide personal transportation for work-related travel within the agency's service area. Also, the employee may travel outside of the service area, and this may include rare to infrequent overnight travel.

Schedule

- Monday through Friday from 8 AM to 4:30 PM.
- Weekends and nights as needed

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Last Date Updated	11/07/2024RA
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I certify that I can perform all the assigned duties as stipulated in the Associate Health Services Care Coordinator job description.

Employee Signature

Date