



The Vascular Birthmarks Foundation

Development Coordinator

Position Summary

The Development Coordinator for the Vascular Birthmarks Foundation (VBF) will be responsible for building and managing relationships with financial partners by interacting with current and former donors to encourage ongoing contributions, and seeking out new opportunities for financial support. The Development Coordinator will also play an integral role in systematically and effectively strengthening the organization's overall fundraising capacity and relaying the impact of donations through comprehensive fund reports. The person in this position will work closely with the Fundraising and Event Coordinator to increase major donor sponsorship for special events. This is a 20 hour/week remote contractor position. Compensation is \$25 per hour.

Responsibilities:

- Develop and maintain relationships with current, former, and prospective donors
- Actively solicit annual, major, planned/estate, and principal gifts from individuals, foundations, and corporations
- Find creative and innovative ways to meet or exceed VBF's financial goals
- Partner with the Fundraising and Event Coordinator on event revenue and sponsorships
- Formulate, direct, design and coordinate the production of donor materials including financial reports
- Compose thank you mailings and gift acknowledgement letters
- Monitor all donor information and provide and present statistical analysis to staff and board
- Coordinate and conduct meetings (virtual or telephone) with donors, prospects, board, staff and volunteers
- Forecast future income and gather feedback from donors
- Work on special projects and perform other duties, as assigned

Desired Experience:

- Bachelor's degree in Business Administration or Communications
- Prior professional experience of 3 to 5 years in a nonprofit organization in a development function
- Proven methods of raising awareness and funding for annual budgets
- Proficiency in Microsoft Office Suite
- Grant writing experience
- Demonstrated ability to influence and engage a wide range of donors and build long-term relationships
- Experience in constructing, articulating, and implementing annual strategic development plans
- Tangible experience of having expanded and cultivated existing donor relationships over time

Desired Attributes:

- Excellent interpersonal and written communication skills
- Strong organizational skills
- Self-motivated and a self-starter with an outgoing personality



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- Excellent time management skills
- Ability to work under pressure
- Ability to work both independently without close oversight, but also function as a team player who will take initiative and manage multiple tasks and projects concurrently
- Determination, resilience, perseverance
- Integrity and honesty
- Adaptability
- Ability to motivate others
- Creative thinking
- Ability to speak knowledgeably and enthusiastically about the importance of the VBF mission

The Vascular Birthmarks Foundation (VBF) is the leading international charitable organization that helps those born with vascular birthmarks, anomalies, and/or related syndromes (VBARS). For over 29 years, we have operated as an international organization that networks those affected to the appropriate medical professionals for evaluation and treatment. VBF also educates physicians and affected families regarding treatment options, supports relevant research, mobilizes medical missions, and empowers those living with vascular birthmarks.