



Partnerships and Fundraising Coordinator Job Description

Basic Function

The main purpose of the Partnerships and Fundraising Coordinator role is to conduct the day-to-day operational management and implementation of all activities pertaining to partnerships development and fundraising. The candidate must track and properly document all activities and complete all necessary reporting requirements. She/he will ensure that personal conduct and representation at meetings and various community events is professional and aligns with SBE's mission and vision. The Partnerships and Fundraising Coordinator will research and contact potential funders and help obtain funding by drafting, editing, and preparing grant proposals for submission. This also includes compiling program related reports, documents and submitting them in a timely manner. In addition, she/he must have excellent verbal communication, written communication, and sales ability, preferably a professional speaking voice with strong phone etiquette skills, positive and energetic attitude, and strong desire to meet goals and commitments.

This key figure will coordinate SBE's efforts to develop, enhance, and maintain productive partnerships in the designated regions. She/he is responsible for developing innovative funding techniques and ensuring that these activities are in conformance with SBE's guidelines and regulations.

The position helps to develop strategies, policies, and procedures to take advantage of opportunities for cooperative partnerships with the public, private and social sectors. It coordinates regional efforts to match potential partners with SBE programs and monitors to avoid potential conflicts.

Responsibilities

- Create, implement and manage partnerships and affiliate programs
- Manage information gathering and participate in networking activities in order to identify potential partners and fundraising opportunities
- Identify and look for sites and organizations likely to create a partnership
- Search and research potential donors and foundations to evaluate potential funding sources
- Make initial contact and follow up. Build and maintain profitable long-term relationships with potential donors and partners
- Generate new ideas and business opportunities to increase fundraising and fund development to meet and exceed revenue goals
- Establish an ongoing fundraising program to support the work of SBE in the future
- Develop an annual fundraising plan and budget



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- Monitor the development of the partnerships and fund applications
- Analyze the results to ensure that agreements put in place are cost effective
- Take responsibility to lead in initiating, planning, and implementing all necessary activities, in a timely manner, to ensure that program goals and objectives are accomplished
- Process incoming and prepare outgoing mail
- Work in close contact with the CEO
- Work with team developing fundraising and partnership proposals
- Maintain critical databases and schedules
- Provide administrative support with regard to e-mails and newsletters
- Provide general clerical support, including filing, copying, correspondence and errands
- Participate in staff meetings and activities and other SBE's activities as required
- Other duties as assigned

Personal Skills and Qualifications

- Effective presentation and research skills
- Capable of writing proposals, grant applications, partnership agreements, MOU's etc.
- Ability to work individually and on self-driven projects
- Ability to maintain client confidentiality
- Solve problems, analyze systems and data and suggest appropriate solutions
- Well built skills in organization and prioritization
- Excellent time-management skills with the ability to simultaneously manage multiple projects
- Good client interaction skills
- Service and customer awareness
- Work under stress to meet project deadlines and minute attention to detail
- Highly self-motivated individual
- Thoroughness, Creativity, Curiosity
- Interpersonal relations
- Negotiation, persuasion, determination
- Knowledge of computers and MS Office (excel, word, powerpoint)

Education

College degree in a related field or equivalent work experience. If minimal education requirement is not met, then candidate should apply if they feel they have the skills and potential to excel in this position. Must have strong command of the written and spoken English language. Knowledge of a second language is a plus. Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to, answering phone, taking messages, helping other team members with organizing activities and assist regardless of the program.

The duties laid down in this job description may change following a review.