

FUNDRAISING COORDINATOR



Job Title:	Fundraising Coordinator	FLSA Status:	Non-Exempt
Department:	Field Organization	Reports To:	Executive Director
Location:	Nationwide	Travel Required:	Yes
Job Code:	3030	Position Type:	Full-Time

At MDA:

PURPOSE

At MDA, we are fighting to free individuals — and the families who love them — from the harmful effects of muscle-debilitating diseases so they can live longer and grow stronger.

Our Values are our strength: We believe in **MUSCLE**:

Mission: We're driven to accelerate progress for families and muscle health.

Understanding: We're attentive to our constituent's needs and each other's.

Stewardship: By investing precious resources wisely, we drive the best possible outcomes.

Collaboration: We foster win-win partnerships and build communities.

Learning: Knowledge powers our success and empowers our people.

Excellence: We strive to do our best and exceed constituents' expectations.

Position Description:

A **Fundraising Coordinator** (FC) is a dynamic and creative professional fundraiser responsible for securing new sponsors and income, executing fundraising programs and events, developing relationships; and rapidly growing MDA's business within the community. You will report to the Executive Director and work closely with all levels of the MDA Team. The FC does not have supervisory responsibilities.

Responsibilities:

- Maintain existing and build new sponsor relationships through effective communication. Convert new sponsors into committed supporters through identification of shared goals and values.
- Execute individual business plan to exceed revenue goals.
- May lead and participate in the execution of major fundraising programs such as MDA's Shamrocks Against Dystrophy, Muscle Walk, Lock-Ups, Fill the Boot, Golf Tournaments, Social Events and other community based fundraising.
- Handle fiscal accountability for significant income requirements. Provide timely and accurate projections to the Executive Director.
- Build fundraising opportunities through various business development techniques including prospecting, targeted follow-up, and new lead generation.
- Deliver organized, structured, and persuasive presentations, using effective written and verbal communication.
- Assist in recruiting, identifying, and training temporary coordinators and volunteers.
- Engage in continued learning opportunities provided by MDA's Learning and Development Center and outside resources (non-profit blogs, TED talks, and fundraising experts).
- Work closely with the Family Support team on the Muscle Walk and other family engagement fundraising programs.
- Perform other duties or special projects as needed.

Competencies:

- **Drive:** Motivated to meet and exceed fundraising goals and quotas. Establish and maintain collaborative relationships with sponsors to meet business objectives. Demonstrate the ability to close the sale.
- **Initiative:** Measure self against a standard of excellence. Undertake self-development activities and learn new skills, seek increased responsibilities and ask for and offer help when needed. Demonstrate the ability to work independently and harmoniously with a variety of personalities and leadership styles.
- **Communication Skills:** Clearly and persuasively communicate, including public speaking; listen and seek clarifications; participate in meetings; write clearly and informatively.
- **Integrity:** Work well in a rapidly changing environment; treat others with respect and consideration; accept responsibility for own actions. Understand business implications of decisions, align work with strategic goals, complete administrative tasks and develop strategies to achieve organizational goals.
- **Flexibility:** Able to multitask in a changing work environment. Handle competing demands and unexpected events. Willingness to change approach to best fit the situation.
- **Dependability:** Follows instructions, takes responsibility for own actions; keeps commitments.

Qualifications:

- Bachelor's degree (Business or Non-Profit Management preferred) and/or two+ years' experience in sales, corporate development or fundraising or equivalent combination of education and experience.
- Ability to travel throughout District's territory as necessary. Use of personal vehicle in the course of employment to travel throughout the district. Significant local travel is required for this position; including visiting local business, health care facilities, and events in public places. A valid driver's license and insurance is required.
- Ability and willingness to work irregular hours including evenings and weekends to attend meetings beyond the framework of the normal working schedule.
- Strong computer skills and ability to use existing technology to achieve desired results.

MDA is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.