The National Society of Black Engineers  
Position/Job Description  
*Salary: $49,000 - $60,000*

**Position**  
Fund Development Coordinator

**Department**  
Fund Development

**Supervisor's Title**  
Fund Development Manager

**Summary**  
Act as steward for Non-BCA organizations. Act as liaison in coordination of Career Fair, Interview Booth and College/Grad Fair efforts. Assure online solicitation accuracy. Provides support in preparation for the Annual Convention and Fall Regional Conferences Career Fair, Graduate School and College Fair. Act as liaison to outsourced vendors in coordinating the Annual Career Fair registration process for corporate, NGO, government partners, universities and sponsors. Under supervision, assemble information, packets, and other materials for dissemination to corporate partners. Supports the Fund Development Manager and Director, Fund Development in meeting revenue goals, securing funds, assessing new sponsorship opportunities, delivering sponsorship pitches, recruiting new sponsors, and assisting with generating sponsorship reports. Work with Fund Development and cross-functional teams in the creation of the national partnership guide. Regional partnership guide production is also a requirement, as assigned.

**Essential Duties and Responsibilities**

**Leadership**

1. Ability to perform independently and with a great degree of accuracy, sense of urgency, meeting established deadlines and working effectively in an environment of frequent interruptions is ideal. Implement strategic plans to accommodate corporate goals.
2. Manages the activities of the Non-Board of Corporate Affiliates (Non-BCA)
3. Act as liaison between vendors and clients with quality customer service in coordination of the exhibitor registration process
4. Stay current and serve as subject matter expert on Association Management Software (Aptify) and CRM tool for reporting, processing orders, dashboards and other items, as required
5. Experienced in teleworking while traveling as a team member, collaborating with the accounting and finance team to accomplish specific Annual Convention Fairs, Professional Development Conference, Convention Planning Committee, National Leadership Conference, Board of Corporate Affiliates Meeting, Regional Conference and the Fund Development’s goals are essential to complete
6. Customer Service Representative for top sponsors and supporting the Fund Development Manager, as required
7. Assure mobile and online desktop representation for solicitation is accurate.
8. Solicitation of NSBE Sponsorship items to Non – BCA companies and others as assigned
9. Maintain database of companies and organizations that NSBE can target for support in terms of sponsorship
10. Serves as liaison between vendors and clients with quality customer service for NSBE career fair and interview booth sales
11. Manages regional career fairs and sponsorships
12. Serves as liaison for exhibits decorating company; manages onsite exhibits including; career fair, graduate school fair and college fair.
13. Coordinates sponsorship tracking and acknowledgment systems.
14. Coordinate and attend career fairs and conferences of other organizations.
15. Assure revenue pipeline is updated and accurate on a weekly basis for reporting purposes.
16. Other duties as assigned.

**Communication**

1. Demonstrated ability to work with the public in a professional manner, in person and by telephone is a must.
2. Demonstrated ability to interact diplomatically with the public in person and on the phone and to maintain cooperative working relationships with other staff members, student members, and corporate partners is required.
3. Must have skill at typing routine business correspondence with speed, accuracy, consistency, and immaculate follow-through.
4. Participate in regular staff meetings (weekly supervisors, rotation meetings).
5. Responds via telephone and email to sponsors and member inquiries;
6. Assist Fund Development Manager in developing reports for dissemination to leadership and sponsors including the development of presentation slides for meetings, as required.
7. Develop and coordinate promotional mailings and other initiatives for specified program area;
8. Assist Fund Development Assistant with assembling information, packets, and other materials for dissemination to corporate companies.
9. Work co-operatively with the Fund Development Team to provide an effective communication network.
10. Submits quarterly written reports to Director of Fund Development.
11. Other duties as assigned.

Technical
1. Assure Association Management Software (AMS) and CRM systems are accurate and contain all information from solicitation packages, as required.
2. Coordinate efforts with team and Headquarters staff to manage databases of forms, AMS system sponsorships, job resource bank, website, marketing, etc., as required.
3. Understand the overall goals and objectives of Fund Development department.
4. Assist in the development of streamlined departmental processes.
5. Create and process outgoing correspondence to staff, membership and corporate partners.
6. Implement advertising/promotions plan.
7. Be professional, organized and approachable.
8. Other duties as assigned.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience
Bachelor’s or Associate’s degree in business. Prior experience may be considered in lieu of degree. Possess proven ability to cultivate and solicit prospects and desire to work in a team environment with minimal supervision. Excellent verbal and written communication skills, planning, interpersonal, and organizational and PC skills are also required.

Skills Overview
Sales skills are required and must possess reasonable oral and written communication skills, and organization skills. Word processing and database skills required. Must have ability to work in a fast paced, rapidly changing environment under minimal supervision. Must have the ability to take initiative to solve problems and be able to handle and prioritize multiple projects. Must have some experience with short-term strategic planning and goal setting. Computer skills: Previous experience using immediate features of; Microsoft Word, Excel, Access and Power Point, Outlook and CRM systems. Accurate typing and outstanding computer skills, creative and critical thinking skills are desired and thorough follow through/follow-up skills with existing and new corporate clients. Must possess positive attitude, and willingness to help others and the ability to maintain positive working relationships with supervisors, co-workers, team members, student and alumni members. Ability to exhibit composure, patience and poise when dealing with challenging situation and above-average attendance and punctual record.

Language Ability
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Math Ability
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and accounting.

Reasoning Ability
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills
To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software. Demonstrated outstanding computer skills including Windows, Word, Excel, Outlook, Power Point electronic calendar, and various other software programs. Raisers Edge CRM is a plus.

Certificates and Licenses
No certifications needed

Supervisory Responsibilities
This job has no supervisory responsibilities.

Travel
Travel is required to Annual Convention, Fall Regional Conferences and possibly other conferences and career fairs. Travel may be required for meetings with new or existing sponsors. Travel may include weekends.