



## JUNIOR LEAGUE OF FORT WORTH

**Mission Statement:** The Junior League of Fort Worth, Inc. is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

### Junior League of Fort Worth Fund Development Administrator Position Description

<b>Title:</b>	Fund Development Administrator
<b>Status:</b>	Salaried
<b>Reports To:</b>	Director of Operations
<b>Supports:</b>	Fund Development Vice President, Fund Development Council Grand
<b>Committees:</b>	Entry Gala, Christmas in Cowtown, Rodeo Program Sales

**The Role:** The Fund Development Administrator plays an integral role in The Junior League of Fort Worth's (JLFW) fundraising efforts. They serve as the primary contact for League donors, sponsors, and community partners with a thorough knowledge of League fundraisers. They work closely with the League's Fund Development Vice President to maintain continuity and consistency from year to year.

**Requirements:** A Bachelor's degree with experience in donor relations, preferably in the non-profit sector

#### Primary Responsibilities:

- Maintain a detailed and accurate donor database for cash, in-kind and media sponsors
- Maintain an accurate and up-to-date master Fund Development calendar for all events, solicitations, and grant proposal, and award nomination due dates
- Maintain immaculate and accurate files and mailing lists for use by volunteers
- Develop and provide reports to JLFW Board of Directors and chairs of fundraising events
- Obtain and review copies of Fund Development budgets monthly and assist in budget planning annually
- Generate and send donor acknowledgment letters
- Work closely with committee chairs and Fund Development VP to ensure that sponsors receive the correct benefits, specifics on events and any necessary follow-up after the event
- Provide general administrative assistance to Fund Development VP and fundraising event chairs
- Attend the monthly Fund Development Council meeting in support of the Fund Development VP
- Attend monthly committee meetings for Christmas in Cowtown and Grand Entry Gala
- Serve as primary contact for Fund Development community partnerships
- Assist in managing RSVPs and seating for all fundraising events
- Set-up and manage various campaigns through the League's website
- Work with fundraisers to collect and house in-kinds forms and maintain a list of in-kind donations for the year-end Audit
- Serve as a clearinghouse for all solicitations in support of "One Ask" policy

- Follow-up with donor pledges to ensure payment by deadline
- Provide event information for member communications including eBlasts and *Lariat*
- Assist with management of *Christmas in Cowtown* merchants including applications, fees, reports, and communications
- Ensure donor's and media's complimentary ads are received by the *Christmas in Cowtown* Magazine editor by the deadline
- Assists and reviews all grant proposals and award nominations
- As time permits and as requested, assist in providing research of potential new donors/funding sources and trends in nonprofit fundraising
- Coordinate ad sales for fundraising programs and JLFW publications
- Respond to inquiries from volunteers, donors, community leaders, etc.
- Assist with general office activity, to support JLFW membership

**Knowledge, Abilities, and Skills:**

- Proficiency or advanced skills in Microsoft Office Software including word, excel and PowerPoint
- Excellent written and oral communication skills
- Top-notch organization skills
- Detail oriented
- People person
- Excellent time management skills and ability to prioritize work and meet deadlines
- Ability to multitask to complete a wide variety of tasks and projects
- Collaborative problem solving by seeking input and ideas from others
- Reliability and discretion with sensitive information
- Ability to function with and without close supervision

**Special Requirements:**

- Ability to work after hours and weekends when necessary
- Transportation to attend meetings, events, and various functions as required
- Ability to work remotely and virtually

Perform other duties as necessary and assigned by Board of Directors.

Ability to lift and move items of over 25 pounds.