

**Job Title:** Philanthropy Coordinator

humane  
society  
of charlotte



**Reports To:** Philanthropy Manager

**Schedule:** Monday - Friday

**FLSA Status:** Non-Exempt

**Type:** Full time

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### **Summary**

The Philanthropy Coordinator role provides administrative and fundraising support to the Development team. The candidate will work closely with all members of the development department, as well as HSC program staff, volunteers, donors, and board members. This role also oversees all aspects of grant relationships, including applications and reporting, researching new funding sources, maintaining relationships with funders, managing an internal working grants schedule, tracking progress with each proposal, and preparing reports and updates. This position is also responsible for assisting the Event Manager as an integral part of all logistics and planning for annual events

### **Essential Duties and Responsibilities**

- Responding to donor inquiries via phone, email, mail and/or onsite in a timely manner
- In conjunction with the Gift Processing Associate, sending donor mail and email tax receipts according to the Gift Acknowledgement Process guidelines
- Updating donor thank you letters/stewardship communication (word and email) monthly and ensuring automatic online acknowledgement templates are updated quarterly
- Using input from the development team to create the agenda for team meeting, taking meeting notes, and keeping the meetings timely and on track
- Running stewardship call reports monthly for the Advancement Committee & Board of Directors
- Updating and maintaining donor recognition materials at the resource center and online for the Circle of Friends and Legacy Society giving groups
- Coordinating the ordering and correspondence with donors for the HSC brick campaign
- Assisting the CPO with Legacy Society and Planned Giving correspondence and tracking information in DPO, SharePoint, and hard copies
- Assisting the Philanthropy Manager with donor outreach to monthly donors to update expired credit card information
- Attending Advancement Committee meetings and taking notes for post-meeting distribution

- Research funding opportunities from government agencies, foundations, and other grant-making organizations
- Collaborate with program managers and other staff to identify funding needs and develop grant proposals that align with organizational priorities
- Write compelling grant proposals, including project descriptions, budgets, and supporting documents, in accordance with funder guidelines and deadlines
- Edit and proofread grant proposals to ensure accuracy, clarity, and compliance with funder requirements
- Maintain a calendar of grant deadlines and ensure timely submission of proposals
- Cultivate and maintain relationships with funders and program officers
- Track and report on grant activities, including proposal success rates and funding received
- Maintain HSC's membership with the Grant Station database
- Acting as an integral part of logistics and planning for annual events

### **Knowledge, Skills & Ability**

- Bachelor's degree in a relevant field such as English, communications, nonprofit management, or a related discipline.
- 1+ years in development/fundraising preferred
- Experience using a CRM (Donor Perfect preferred)
- Proven experience in grant writing, preferably in a nonprofit or academic setting
- Excellent writing, editing, and proofreading skills, with a keen attention to detail
- Strong research skills and the ability to synthesize complex information
- Familiarity with grant application processes and guidelines
- Ability to work independently and collaboratively in a fast-paced environment
- Proficiency in Microsoft Office and other relevant software applications
- Strong organizational and time management skills
- Exemplifies and fosters a workplace culture of compassion, diversity, equity and inclusion

- Has a Valid Driver's License, reliable mode of transportation and good driving record
- Willing to work flexible hours as needed, including evenings and weekends
- Comfortable interacting with dogs and cats
- EOE

**Work Environment**

- Exposure to high noise levels and odors when visiting the animal kennels
- The possibility of being exposed to fumes or airborne particles/toxic or caustic chemicals when visiting the animal kennels

**Physical Demands**

- Must be able to lift & move up to 25 lbs.
- Must be able to be on their feet for extended periods of time at events
- Must be able to work long hours for certain events

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I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_