



## Position Description

Job Title:	Development Outreach Coordinator	Position Type:	Full-Time
Starting Salary:	\$43,022 - \$51,627	Classification:	Non-Exempt
Location:	Dayton, OH	Reports To:	Director of Philanthropy

### Job Description

#### Position Summary:

Supports the Mission, Vision and Service Standards of the Ronald McDonald House Charities (RMHC) Dayton, Inc. The Development Outreach Coordinator has primary responsibility for supporting all third-party fundraising and outreach activities of RMHC Dayton.

**Essential Duties and Responsibilities are** as follows; other duties may be assigned as needed.

- Partner with internal and external stakeholders to create strategies for successful third-party events
- Maintain list of current and prospective third-party sponsors and actively participate in solicitation of new sponsors
- Ensure sponsors receive timely communications regarding event details, plans and thank yous following the event
- Provide support to all Third-Party Events associated with fundraising for RMHC and work with others that raise funds on our behalf
- Assist Director of Philanthropy with communication and donor records for the *Adopt A Room* Program
- Create and implement a Communications Plan for special events and other development / RMHC efforts
- Promote and grow the RMHC pull tab program and coordinate yearly Tab A Pulloozza pull tab collection event
- Promote and grow the RMHC Radiothon Event and help solicit sponsorships
- Engage with the community at outreach events to promote RMHC Dayton
- Work with Director of Philanthropy to grow the position as needed

#### Administrative

- Extract computer donor reports as needed
- Maintain personal Outlook Calendar

#### Key Relationships

- Internal: Guests, Board and Committee Members, Paid and Volunteer Staff
- External: Public, Funders, Media, McDonald's staff

#### Qualification and Education Requirements

- Must have a valid Ohio driver's license and be able to operate a motor vehicle
- Must be sensitive to the needs of families in crisis
- Flexibility, self-motivation and the ability to establish and maintain a healthy rapport with a culturally diverse population are qualities essential to the position.
- Ability to work independently.
- Ability to work as a team with Development staff and other departments within RMHC
- Ability to work evening or weekend hours as needed for special events.



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### Education and /or Experience

- Associate's degree or equivalent administrative work experience
- Bachelor's degree preferred
- Must be proficient in Word, Excel, and Outlook
- Experience working with Donor databases preferred
- Experience working in a non-profit environment

**Language** – Ability to read, analyze and interpret general and complex business instructions and documents. Ability to interpret common financial reports and legal documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write business correspondence. Ability to effectively present information to top management, public groups and or boards of directors.

**Mathematical** – Ability to calculate figures and amounts such as percentages.

**Reasoning** – Ability to define problems, collect data, establish facts, and draw conclusions. Ability to work independently, make decisions, plan, and implement projects. Ability to interpret technical instructions.

**Physical Requirements:** While performing the duties of this job, the employee is regularly required to use hands to handle objects, tools, or controls. The employee must be able to talk, hear and see. The employee must occasionally lift and or move up to 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment / Hazards:** Works in a busy and fast paced department, must be aware of relevant dangers.

Apply today by submitting a cover letter and resume to [HR@rmhcd Dayton.org](mailto:HR@rmhcd Dayton.org)