Autism Delaware Inc.

Job Description

**JOB TITLE:** Operations Coordinator

**DEPARTMENT:** Fund Development & Engagement

**REPORTS TO:** Development Director

**FLSA:** Hourly Non-Exempt

**SUMMARY:** The Operations Coordinator performs an integral role in the Fund Development & Engagement Department responsible for data management and department operations resulting in the optimization of resources to develop funds and engage the community. Must be a self-starter and be able to work independently or in a team environment. Can meet deadlines timely and effectively.

**DETAILS:**

**ENTRY LEVEL QUALIFICATIONS:**
1. Bachelor’s degree in business, marketing or two or more years of professional experience (preferred)
2. Excellent oral and written skills
3. Excellent organizational and time management skills
4. Experience in utilizing technology including: fundraising software, CRM databases, social media, MailChimp, Word Press, and Microsoft Office.
5. Must be politically astute and able to work with diverse and competing interests of both internal and external constituency groups
6. A personal vehicle is required
7. A valid driver’s license is required
8. Background check is a condition of employment

**QUALIFICATIONS FOR CONTINUED EMPLOYMENT:**
1. Adherence to all policies and procedures
2. Punctual and regular attendance as scheduled
3. Successful, safe, timely and effective implementation of job tasks
4. This job description in no way states or implies that these are the only job duties performed by the incumbent. They will be required to follow any other instructions and to perform any other duties requested by their supervisor.
5. Cultivates a culture of openness and information sharing. Builds trust through regular, open and honest communications. Regularly looks for common ground and encourages collaboration among team members. Builds consensus via shared decision-making.

**WORKING CONDITIONS:**
This is an hourly non-exempt position. General hours of operation are 8:30 A.M. to 5:00 P.M. Some nights and weekends are required. Some physical activity is required. Work may involve occasional assistance of others in the manipulation of heavy objects and involve some standing and walking. Travel to other offices and event locations is required.

**JOB RELATED DUTIES**

**ESSENTIAL FUNCTIONS:**

1. Serves as primary employee for all gift and data processing
   - Lead all database (internal and external) systems and manage end-to-end delivery of data management services including: gift and data processing, tracking, acknowledgement, reporting, and reconciliation
• Track, analyze, and report on department data in a timely and accurate manner
• Track and code all internal and external giving including employee/workplace giving
• Ensure data integrity verifying data is current, clean and crosschecked.
• Assists to develop, maintain, and report on fund development and engagement budgets.

2. **Maintains constructive and productive relationships with internal and external stakeholders**
• Ensures seamless coordination with event team, clients and vendors by providing ongoing support to event owners in planning and execution including, but not limited to, pre- and day-of logistics, data and contract management
• Creates and maintains relationships with internal and external stakeholders to support Autism Delaware’s mission and fund development and engagement goals.

3. **Researches and stays current on best practices in areas of responsibility**
• Demonstrates a commitment to ongoing professional development through study and practice of new skills and knowledge in the field.
• Identifies appropriate training opportunities and seeks attendance at conferences and other events to support knowledge of the newest information in the field.

**NON - ESSENTIAL FUNCTIONS:**

1. Actively participates in agency functions.
2. Safely manages all aspects of job responsibilities.
   • Maintains a safe & hazard free work area. Raises concerns when appropriate.
   • Effectively monitors facilities & equipment for cleanliness and hazards. Raises concerns when appropriate.
   • Ensures health and safety through compliance with agency policies. OSHA and other safety standards.
3. Performs all duties in accordance with federal, state and local laws.
4. Performs all work in accordance with Autism Delaware’s philosophy.