VACANCY NOTICE 09/2018

RIT KOSOVO (A.U.K)

Job Profile – Development Coordinator– Full-Time Position

The Development Coordinator has primarily responsibility for creating and overseeing the implementation of a strategic approach to fundraising, which may include major gifts, corporate donations, and in-kind resources.

Primary Duties and Responsibilities:

- Collaborate with the COO to create a fundraising development plan which increases revenues to support the strategic direction of the organization;
- Implement with the COO the fundraising development plan in accordance with ethical fundraising principles;
- In coordination with COO monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved;
- Monitor trends in Kosovo, the U.S.A. and other diaspora communities to adapt fundraising strategies as necessary;
- In coordination with COO to develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner;
- Develop policies and procedures for the Development Office which reflect ethical fundraising practices;
- Collaborate with Assistant Development & Events Coordinator to oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization;
- Coordinate with Assistant Development & Events Coordinator all special events, with a focus around development;
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities;
- Oversee the administration of both a donor mailing list/database that respects the privacy and confidentiality of donor information, to include alumni;
- Engage volunteers for special fundraising development projects using established volunteer management practices;
- In coordination with COO develop and gain approval for an annual income and expenditure budget for the fund development program;
- In coordination with COO prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities;
Monitor expenses and analyze budget reports on fund development and recommend changes as necessary;

Foster an understanding of philanthropy within the organization;

Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization;

Coordinate the design, printing and distribution of marketing and communication materials for development and alumni efforts;

Build relationships with community stakeholders, in both Kosovo and the diaspora, to advance the mission and fundraising goals of the organization.

**Working Conditions**

- Works in an office environment—but is required to be out on meeting potential donors all the time;
- Works within a standard work week but may need to flex his/her work schedule to communicate with potential donors across the globe; and
- May be required to work evenings and weekends during major campaigns and/or special events.

**Qualifications**

- University degree, Master is preferred. Educational preference is graduation from a U.S. institution.
- A certificate in Fundraising Management is an asset

*Knowledge, skills and abilities*

- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary

Please submit your CV, copy of diploma, two professional reference letters and complete the job application form that you need to download from the RIT Kosovo (A.U.K) website (click the link under the Employment Opportunities) at:

[http://kosovo.rit.edu/home/employment-opportunities.html](http://kosovo.rit.edu/home/employment-opportunities.html)

Please submit all these documents **via email** to the Human Resources Office at:

[hr@auk.org](mailto:hr@auk.org)

Most consideration will be given to applications received on or before **Saturday, September 15, 2018** and to RIT Kosovo (A.U.K) Alumni.

**Only shortlisted candidates will be interviewed**