



**Title:** Fundraising Coordinator  
**Department:** Fundraising US & Global Special Events  
**Direct Report:** Director of Fundraising US & Global Special Events  
**Employee Category:** Exempt/Full Time

**About DKMS:** Every day, we help save lives by adding more potential donors to the stem cell registry and connecting blood cancer patients in need of a transplant with matching donors who can make it happen. Globally, we've registered nearly 11 million potential donors, and 93,000 of them have gone on to donate to patients. You'll be part of a growing international nonprofit where creativity, initiative, compassion, collaboration, and strategic thinking are rewarded as we work together to expand our reach, recruit more donors, and help save more lives.

**Position description:** The Fundraising Coordinator will join the collaborative and dynamic Fundraising US & Global Special Events team and play an important role in their efforts to help DKMS achieve its mission through various campaigns and events. In partnership with the team, the Coordinator will actively participate in the planning and execution of annual appeals, foundation grants, peer-to-peer Team DKMS initiatives, and corporate sponsorships. S/he will work closely with the Director of Fundraising US & Global Special Events on every aspect of each campaign, and, together with the Vice Chairman of the Global Board, they will all strive to create an even stronger culture of philanthropy at DKMS.

**Responsibilities will include:**

- Researching and identifying prospective grant opportunities and writing proposals/reports while stewarding existing foundation relationships.
- Managing Team DKMS endurance program by supporting runners from sign-up through race day.
- Producing print and digital collateral including mailed solicitation letters, invitations, websites, e-mail blasts, and texts for annual appeals and other donor communications.
- Partnering with the Director of Fundraising US & Global Special Events and other team members on the cultivation and retention of institutional and individual donors.
- Maintaining all high-level financial analyses to help evaluate fundraising strategy for each campaign.
- Liaising between departments including Data Management, Donor Recruitment, Donor Management, Finance, and Marketing, etc. to achieve annual goals.
- Acting as the donor database point person (i.e. data hygiene and financial report requests) and organizing mailing lists with support from the Global Special Events Assistant.
- Training and monitoring the Global Special Events Assistant, interns, and volunteers (as needed).

**Requirements and qualifications:**

- Bachelor's degree (Master's degree in Nonprofit Management or additional certification is preferred)
- Minimum of 3-4 years of professional experience – preferably in fundraising/development
- Excellent written and verbal communication skills with extremely sharp attention to detail
- Top-notch customer service skills and mental/emotional flexibility
- Ability to multi-task, prioritize, and problem-solve to meet deadlines in a fast-paced work environment
- Proficiency in Microsoft Office Suite (i.e. Word, Excel, PowerPoint, etc.) and experience with at least one donor database (Salesforce preferred) and other fundraising technology platforms (i.e. Classy)
- Must be available and have required documents for domestic/international travel
- Must be available for evening and weekend work
- Capacity to work well in teams and manage others



## **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

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This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

DKMS is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.