

JOB DESCRIPTION

Job Title: Development Coordinator

Organization Segment: Young Americans Center for Financial Education

Reports to: Director, Development

Status: Fulltime (Non-Exempt)

Position Summary:

Working with the Director, Development and VP, Development, the **Development Coordinator** is an integral member of the Development team.

This role is responsible for overseeing and executing administrative aspects of fundraising activities, gift processing and data entry, participation in all fundraising activities, and supporting donor relations, marketing & communications, and special events.

POSITION RESPONSIBILITIES

Gift Processing and Administrative Support

- Assist in managing donor Customer Relationship Management (CRM) database (Salesforce), including tracking and documentation of cultivation and solicitation activities of giving prospects, generating reports for internal and external purposes, and generating mailing lists.
- Reconcile monthly donations in partnership with the Accounting Department
- Manage in-kind donations.
- Process donations and prepare acknowledgment letters and other correspondence.
- Conduct preliminary research on prospective donors.
- Coordinate production of mailing and digital appeal letters with marketing staff.
- Assemble donor information for events and meetings.
- Maintain guest lists, prepare event registration materials, and assist with event-related tasks, as necessary.
- Provides administrative support for functions.
- Manages development calendar and maintenance.
- May periodically be asked to work after hours and/or weekends for events related functions or needs.
- Other duties as assigned.

Grant and Sponsorship Support

- Assist with the development and implementation of the Development Plan that incorporates a range of strategies including corporate sponsorship proposals, foundation grants, corporate and individual appeals, and special events.
- Coordinate the production and distribution of fundraising appeals, donor and sponsor rosters, audit reports, gift reports, acknowledgement letters and other donor correspondence.
- Research grant opportunities from foundation and government agencies.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Respond to internal and external queries on drafted and submitted proposals.
- Coordinate the creation, production and assembly of communications related to sponsor solicitations, requests, proposals, contracts, audit reports and presentations.
- Coordinate the planning, management, and implementation of rights, benefits and promotional activations for sponsors to produce effective sponsor experiences onsite and at fundraising events.
- Maintain sponsor benefits tracking log to ensure contract rights and benefits are fulfilled on a timely basis.

- Maintain positive relationships with donors and other stakeholders.
- Maintain records and submit reports related to grant opportunities.

KNOWLEDGE, SKILL & ABILITY

- Outstanding written and verbal communication skills.
- Detail-oriented with an acute attention to accuracy.
- Strong organizational and interpersonal skills.
- Proactive and creative problem solver.
- Strong work ethic with the ability to bring new ideas to old problems.
- Ability to work independently, prioritize, multi-task, and meet deadlines on assigned tasks.
- Exceptional research and writing skills.
- Ability to interface with a wide range of individuals from senior management, departmental staff and donor partners at all levels. Demonstrate friendly, accessible and comfortable demeanor to all constituents and stakeholders.
- Ability to be flexible and positive even in stressful circumstances.
- Must be able to work some evenings and weekends and be comfortable with physical demands often required of the job including long hours on feet, lifting, etc.
- Advanced knowledge and skills in Microsoft Office.
- Salesforce experience preferred.

EDUCATION AND EXPERIENCE

- Three to five years of experience working in a non-profit environment.
- College degree or equivalent is preferred.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of essential functions, responsibilities or requirements.

Compensation/Benefits: The salary range for this position is \$42,128 to \$50,000. The salary will be commensurate with skill level and applicable experience.

Medical, Vision and Dental insurance: Employee cost is 10% of the employee-only premium per month. In addition, we cover 67% of any additional cost for spouse and/or family if elected by employee, remaining 33% is paid by the employee per month. Offer group term life, accidental death-dismemberment life insurance and long-term disability insurance (no cost to employee).

401(k) Plan: Young Americans matches 25% of the employee contribution based on IRS plan limits. Company match is fully-vested immediately.

PTO (Paid Time Off) / Holidays:

- Date of hire through 5 years - 120 hours
- 6 through 10 years – 160 hours
- 11 + years – 200 hours
- 11 paid holidays