



Development Coordinator

POSITION TITLE: Development Coordinator
REPORTS TO: Director of Development
FLSA STATUS: Exempt, Full-Time
COMPENSATION: \$50,000 - \$54,000 annually commensurate with experience

INTRODUCTION

The long-established and trusted housing nonprofit Brothers Redevelopment (BRI) is growing and seeks an experienced development professional to join our team. Reporting to the Director of Development, the Development Coordinator serves as a key member of the growing fundraising department to generate revenue that supports BRI's important programs and services. This role will help cultivate relationships with donors, identify new sources of funds, solicit funding requests, and participate in event planning with the goal of meeting targets laid out in the annual fundraising plan. Actively performs a wide variety of fundraising and administrative activities to support the mission and operational requirements of BRI. The Development Coordinator will be offered a flexible work arrangement, but with some regular and weekly office hours required, as necessary.

DUTIES AND RESPONSIBILITIES

Grant Writing, Researching and Reporting

- Facilitate writing grants, reports, and other required documentation to funders
- Conduct research to identify viable funding opportunities, including foundations, corporations, and other private or public funding
- Collaborate with Program Directors to identify funding opportunities and match them with programmatic needs
- Complete annual progress reports for funders and work with the administrative team and program managers to ensure program compliance.

Individual Giving Solicitation and Donor Stewardship

- Manage donor information and update constituents in CRM software
- Process gifts, donations, grant awards, and other funding
- Write and send acknowledgement letters in timely manner
- Implement individual giving campaigns through direct mail and email
- Develop and cultivate positive relationships with donors, funders, and other BRI stakeholders with the intent of sustaining and increasing support and engagement
- Advise on new methods for individual giving and donor appreciation

Event Planning

- Assist in the coordination of BRI's annual fundraising event and other events as necessary
- Solicit sponsorships, in-kind donations, and other funding for events

- Help with developing and implementing new events to expand BRI's reach to donors

Other duties as assigned

SUPERVISORY CONTROLS: Reports to the organization's Director of Development. The incumbent exercises considerable initiative, judgment, and discretion in accomplishing duties. Prioritizes day-to-day work so that priorities and deadlines are met.

QUALIFICATIONS: Applicant must have demonstrated experience with building and cultivating relationships, and/or direct fundraising experience. Applicant must be comfortable working in customer management database systems. Strong writing skills are required, and previous grant writing experience is preferred but not necessary. Applicant must have strong organization skills and attention to detail. Prior experience with event facilitation is preferred. Applicant must be able to operate a PC, with strong knowledge of Microsoft Office, including Microsoft Word, Outlook, Excel and more. Familiarity with Adobe software preferred. Must be able to work independently as well as with office staff, and must be able to follow direction, provide excellent customer service, and always display respect and professionalism. Due to the nature of the job, must have the ability to work on several tasks at any given time, to meet changing deadlines.

EDUCATION/EXPERIENCE: Bachelor's Degree or equivalent preferred. Education can be substituted by previous fundraising or relationship management experience.

PHYSICAL DEMANDS: This is a predominately a sedentary position with some lifting, bending, stooping, and carrying of light items, such as papers, mail, and files. Extended use of a computer keyboard and monitor is required. Must be able to lift/carry up to 25lbs, walk up and down stairs, stand and sit.

WORK ENVIRONMENT. This position is performed in an office environment, performed remotely approximately 60-80% of the time. Once COVID-19 workplace restrictions are lifted, it is possible that you will be required to work in an office setting more frequently. Some travel to attend special events or participate in fundraising activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK SCHEDULE: 8 a.m. to 4:30 p.m., Monday – Friday. This role is flexible and will not be expected to report to the main office more than 1 to 2 days per week regularly. Some additional days in the office, as well as evening and weekend hours, may be required depending on event schedules, donor meetings, and other in-person fundraising activities.

BENEFITS:

- 403B with 3% match
- Dental Insurance
- Health Insurance
- Paid time off including vacation, sick and personal leave; plus, paid holidays
- Life Insurance
- Vision Insurance

TO APPLY: Send resume, cover letter, and writing sample (less than 1 page) to:

hinfo@brothersredevelopment.org