Development Coordinator

Job Description

Department: Development and Marketing
Reports To: Director of Development
Pay Level: $18.30 - $23.00 per hour / 40 hours per week
plus full health/dental retirement benefits
FLSA Status: Non-Exempt

Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won’t be paying nearly so much down the road for “safety net” and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the “opportunity gap” so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

Essential Attributes

- Opportunity to ensure donors and community members are thanked and informed in a timely manner by being accountable to meet development and marketing deadlines.
- Opportunity and commitment to learn new things and becoming knowledgeable in the fundraising field (through social media, corporate sponsors, event workshops/conferences) to enable Denise Louie can implement new strategies and meet targets.
- Opportunity to be an effective communicator by adjusting communication style (written and verbal) to effectively inform a wide diversity of donors, funders and community members about Denise Louie.
- Opportunity to be self-motivated by taking initiative to meet individual goals to increase productivity and revenue streams for fundraising.
- Opportunity to respond in a positive and compassionate manner when dealing with unexpected circumstances and deadlines.
- Opportunity to embrace new ideas and changes by showing adaptability with the newest marketing and fundraising trends.
- Opportunity to show empathy, sensitivity, and open-mindedness to those you meet on all levels, including children and families, staff, donors, and community members.
- Opportunity to show passion for what you do through unwavering dedication to the mission of our agency.
Skills, Competencies and Experience

➢ Bachelor’s Degree; other fundraising or non-profit credentials a plus.
➢ At least 1-2 years fund development, event management, grant writing or marketing experience.
➢ Ability to work both independently and in a team environment.
➢ Ability to prioritize and manage multiple projects simultaneously.
➢ May have to work beyond the designated 40 hours a week for special events.

Accountabilities

➢ Manage donor stewardship process through timely acknowledgement phone calls, emails, thank you cards and letters.
➢ Gather content from programs, donors, volunteers and draft monthly e-newsletter to be sent out the first week of the month to staff and to the general public (Constant Contact).
➢ Coordinate posts/updates for agency’s website, Facebook page, LinkedIn Group, Twitter on a bi-weekly to monthly basis.
➢ Provide support to the Director of Development from administrative support to events.
➢ Collect, manage and track donor data; generate reports (Greater Giving and Little GreenLight database) in a timely manner.
➢ Compile all the needed information for grant application submission a week before due date.
➢ Plan and coordinate annual auction from event logistics, procurement to volunteer management; ensuring a smooth pre and post event.
➢ Lead and coordinate staff appreciation and wellness
➢ Support all fundraising events, including 3rd party fundraisers.
➢ Provide quarterly reconciliation in partnership with accounting department
➢ Draft agency’s annual report
➢ Provide as needed website update (slider updates)

While performing the duties of this job, the Development Coordinator is regularly required to walk, stand, balance, sit for prolonged periods, speak clearly, and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee is regularly required to use fingers, hands, and arms to manipulate and shuffle documents, use writing instruments, and type on a keyboard. Must be in good general health and demonstrate emotional stability.