

Job Summary

This full-time position is responsible for donor data management, fundraising, and special events for the organization. This position is a key member of the development team and provides administrative assistance to the CEO for all fundraising initiatives. This role will serve as a catalyst for a successful career in non-profit fundraising and relationship management for the right candidate.

The development coordinator is pivotal to the organization, working collaboratively with board and staff throughout the year on projects that support grantmaking, donor relations and fundraising events, promoting awareness and engagement. A successful candidate will be comfortable working both independently and collaboratively within a small, close-knit team, and thrive in a fast-paced, deadline-driven environment. Must be able to communicate effectively with a diverse range of stakeholders, be passionate about our mission, and understand the importance of various funding sources to TLA's day-to-day operations and outreach.

In a given day, the development coordinator may process donations, organize files and donor data, plan an event, brainstorm with staff on new ways to attract donors or organize data to improve communication and outcomes. We are looking for candidates who are naturally curious, stay up to date with current trends, are detail-oriented, and able to manage many concurrent projects. Qualified candidates must also possess excellent project management and interpersonal skills. The ideal candidate has a high level of persistence, flexibility, and dedication to results.

Essential Duties and Responsibilities

To perform this job successfully, the development coordinator must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Data Management

- Assist in grant research, writing, and tracking in collaboration with the grant manager
- Organize files and donor data to improve communication and outcomes
- Research potential prospects and add information to constituent database
- Collaborate with the CEO and CMCO to maintain the donor database, overseeing the processing of donations and acknowledgments, designing reports, and managing updates to mailing lists to ensure all contacts are properly coded and moved through the development process.

Fundraising and Special Events

- Provide administrative assistance to the CEO for all fundraising initiatives
- Lead the planning, coordination, and execution of fundraising campaigns and events, including annual appeals, major gift drives, and special fundraising initiatives.
- Support board committees through attendance and taking minutes
- Sell sponsorships and coordinate ticket sales

Development Coordinator

- Perform administrative duties as needed, including filing, copying, sorting, mailing, etc.
- Oversee the recruitment and management of volunteers and committee members to support fundraising efforts.
- Evaluate the effectiveness of campaigns and events, analyzing metrics, and making recommendations for improvement.

Donor Cultivation and Stewardship

- Develop and implement strategies to identify, engage, and cultivate individual, corporate, and foundation donors.
- Assist the CEO with scheduling meetings, calendar and contacts maintenance, meeting preparation, and follow-up
- Coordinate specialized recognition correspondence/engagement for donors at all giving levels
- Build and maintain strong relationships with current and prospective donors through personalized communication, meetings, and stewardship activities.
- Collaborate with CEO and CMCO to create tailored cultivation and stewardship plans for major donors and prospects.

Strategic Planning and Collaboration

- Assist with the implementation of the Resource Development and Strategic Priorities plans that incorporate a range of strategies including annual appeals, major donors, grants, corporate and individual appeals, social media, and special events
- Contribute to the development of the organization's overall fundraising strategy and annual fundraising plan.
- Collaborate closely with the leadership team, board of directors, and other staff members to integrate fundraising goals and strategies into organizational planning and activities.
- Provide regular progress reports and updates to the CEO.
- Support the TLA board and staff on ancillary tasks and projects and other duties as assigned

Organizational Duties and Expectations

- Demonstrate a commitment to the mission of The Literacy Alliance and uphold organizational goals and values, work ethically and with integrity.
- Look for ways to improve and promote quality by keeping abreast of local and national news related to literacy, participating in board committees, task forces, and events.
- Follow instructions, policies, and procedures. Attend staff meetings and meetings with immediate supervisor.

Core Competencies

- Proven results in implementing data management programs
- Prioritizes and plans work activities
- Identifies and resolves problems in a timely manner
- Looks for ways to improve and promote quality
- Adapts to changes in the work environment
- Upholds organizational values
- Treats others with respect and consideration regardless of their status or position

Development Coordinator

- Shows respect and sensitivity for cultural differences
- Follows best practices for maintaining a donor database
- Follows instructions, policies, and procedures
- Supports organization's goals and values
- Excellent written and verbal communication skills
- Demonstrated ability to work on multiple projects simultaneously while managing deadlines
- Ability to establish and maintain effective working relationships, build rapport with diverse personalities, be tactful, mature, flexible and adaptable
- Business day availability, with occasional evening and weekend commitments
- High professional standards with the ability to see the big picture and manage practical details.
- Ability to establish and maintain a highly organized workspace
- Demonstrate a commitment to the mission of The Literacy Alliance
- Valid driver's license and have dependable transportation
- Ability to lift weight up to 25 pounds

Requirements

- Bachelor's degree preferred; relevant experience can be substituted for a degree
- At least 1-2 years of fundraising, administrative or customer service-related professional experience; nonprofit experience preferred

Other Skills and Abilities

- Ability to read, analyze, and interpret professional journals, technical procedures, and grant/governmental regulations
- Ability to write reports, correspondence, and procedures that are clear and free from spelling and grammatical errors
- Ability to effectively present information and respond to questions from staff, donors, funders and the general public
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to present numerical data effectively
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Knowledge of Windows operating system and the ability to use database, internet and word processing software

Key Challenges

- Juggling multiple projects at once
- Maintaining database to keep it updated and clean with multiple users
- Identifying, obtaining and stewarding new funding sources

Physical Demands

- Occasional requirement to travel in Allen, Adams, and Wells Counties
- Regular requirement to sit, talk and listen
- Occasional requirement to lift and/or move up to 25 pounds
- Close vision required

Compensation, Benefits, and Office Environment

This position reports to the chief executive officer but collaborates with and supports all staff members. Our office is located at 1005 West Rudisill Blvd, Suite 307. Free parking is available in a lot off the street. We have an outcomes-focused, flexible work environment with provided technology. Office space and accessories are provided. Other benefits include the following:

- Competitive salary; details will be shared with candidates invited to interview.
- Employer-paid dental insurance, vision insurance, group term/ADD, long-term disability
- Eligible for health insurance reimbursement and health savings account
- Ability to contribute to an employer-sponsored 403(b) retirement plan with an employer match

To apply, email the following items (single PDF preferred) to melinda@literacyalliance.org:

- Cover letter
- Resume
- Answers to the following questions. Please keep your responses to each question 300 words or less.
 1. What do you know about/what excites you about The Literacy Alliance's mission?
 2. What experience or qualities do you feel make you a uniquely qualified match for this position?
 3. Describe a time when you were responsible for multiple projects at once. How did you organize the tasks and make sure everything got done?
 4. Describe a time when you saw a problem at work and created a solution for it.
 5. Describe your experience with workforce development and post-secondary credential attainment, if any.