



Position: Development Coordinator

Date: 09/1/2021

Reports To: Chief Executive Officer

Hours: M-F

FLSA: Non-Exempt (Full-Time/30 Hours)

Job Summary

This flexible full-time position (30 hours a week) is responsible for grant and 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 research and write grant applications, 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, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Build and maintain client and donor databases
- Support and improve fund-raising efforts
- Assist with donor stewardship efforts
- Support event and other board committees
- Assist in grant research, writing, and tracking
- Perform administrative duties as needed, including filing, copying, sorting, mailing, etc.

- Assist with the implementation of the Resource Development Plan that incorporates a range of strategies including annual appeals, major donors, grants, corporate and individual appeals, social media, and special events
- Process and record donations on an ongoing basis in the donor database, and generate acknowledgments and thank you letters; design and run reports and assist with database maintenance
- Regularly manage updates to database and mailing lists to ensure all contacts are properly moved through the development process and coded appropriately
- Research potential prospects and add information to constituent database, e.g. meeting notes
- Assist the CEO with the following duties: scheduling meetings, calendar and contacts maintenance, meeting preparation and follow-up, among additional responsibilities
- Create new donor recognition events and coordinate existing stewardship/donor relations activities
- Coordinate specialized recognition correspondence/engagement for donors at all giving levels
- Attend staff meetings and meetings with immediate supervisor
- Keep abreast of local and national news related to adult literacy
- Participate in board committees, task forces, and events
- Support the TLA board and staff on ancillary tasks and projects and other duties as assigned

Requirements

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

Key Challenges

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

Physical Demands

- Occasional requirement to move from location to location 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 all staff members. Our office is located in The Summit, 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. Most work is expected to be completed in the office, but flexibility is possible for those who need to occasionally work from home. Other benefits include the following:

- Competitive hourly wage; amount will be shared with qualified applicants when they are invited to interview
- Generous holiday schedule, paid vacation/sick days, and flextime
- Tech stipend
- Employer-paid Direct Clinic Primary Care Services, dental insurance, vision insurance, group term life insurance, accidental death and dismemberment insurance and long-term disability insurance for employee and ability to purchase additional benefits for dependents
- Ability to contribute to an employer-sponsored 403(b) retirement plan with an employer match and purchase voluntary life insurance

To apply, email the following items in a single PDF to **melinda.haines@fwliteracyalliance.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.

As an equal opportunity employer, The Literacy Alliance encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status or physical ability, and evaluates all candidates on a merit basis.

The Literacy Alliance (TLA) strives to end illiteracy by teaching adults through learning centers, literacy programs and tutoring services that empower individuals to succeed at work, at home and in the community. Please visit literacyalliance.org to learn more about our organization.