



Smart Kids, Inc.

11520 St. Charles Rock Road, Suite 102
Bridgeton, MO 63044-2732

P: 314-455-3735

F: 314-455-3746

www.smartkidsinc.org

Job Title: Fundraiser Coordinator

Location: Bridgeton, MO

Reports To: Executive Director

Position Type: Part-Time

Salary: \$27,000 - \$35,000

Start Date: Until Filled

Position Overview:

The **Fundraiser Coordinator** will play a key role in supporting the fundraising efforts of Smart Kids, Inc. a nonprofit educational organization dedicated to committing to increasing the learning capacity of every student by helping them realize their full potential. This position will be responsible for organizing and executing fundraising events, managing donor relations, and assisting with grant writing efforts to ensure the financial sustainability of the organization's programs and services.

The ideal candidate will have a passion for education, a strong ability to build relationships, and experience in event planning and donor engagement. The Fundraiser Coordinator will work closely with the Executive Director to meet fundraising goals and enhance the organization's donor stewardship efforts.

Key Responsibilities:

1. Fundraising Event Planning & Execution

- Lead the planning, coordination, and execution of fundraising events (e.g., galas, auctions, donor appreciation events, crowdfunding campaigns).
- Develop event timelines, vendor relationships, and marketing materials to ensure successful events.
- Collaborate with other departments, volunteers, and board members to ensure events are executed smoothly and meet fundraising goals.
- Track event expenses and donations to ensure accurate financial reporting and adherence to budget.

2. Donor Engagement & Stewardship

- Manage donor relationships by providing excellent customer service, regular communication, and personalized follow-ups.
- Develop and implement strategies to engage, cultivate, and retain donors.
- Prepare donor recognition materials, thank-you letters, and impact reports.
- Maintain a detailed donor database to track contributions, engagement, and interactions.

3. Grant Writing & Reporting

- Assist with writing grant proposals to secure funding from foundations, government agencies, and corporations.
- Work with the Grants Department and Executive Director to prepare grant reports, ensuring all necessary documentation is submitted in a timely manner.
- Research potential grant opportunities to expand the organization's funding sources.

4. Fundraising Campaigns & Appeals

- Assist in planning and executing annual fundraising campaigns, including direct mail, email appeals, and online fundraising efforts.
- Monitor campaign performance and recommend adjustments to improve outcomes.
- Support the development of campaign messaging and materials, ensuring alignment with organizational goals and values.

5. Reporting & Analysis

- Track fundraising progress, donor contributions, and event outcomes.
- Provide regular updates to the Executive Director on fundraising status and goals.
- Analyze donor trends and help strategize ways to increase revenue and donor retention.

Qualifications:

- **Education:** Bachelor's degree in nonprofit management, communications, business, or a related field, or equivalent experience.
 - **Experience:** Minimum of 2-3 years of experience in fundraising, event planning, or nonprofit development.
 - **Skills:**
 - Strong written and verbal communication skills.
 - Excellent organizational skills and attention to detail.
 - Ability to manage multiple projects and meet deadlines.
 - Experience with donor management software (e.g., Salesforce, DonorPerfect, Bloomerang) is a plus.
 - Familiarity with grant writing and reporting processes.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and social media platforms.
 - Ability to work independently and as part of a team.
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Preferred Qualifications:

- Experience working in an educational nonprofit or mission-driven organization.
 - Knowledge of the local philanthropic community and potential donor networks.
 - Creative thinking with the ability to develop engaging content for events, campaigns, and communications.
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Working Conditions:

- Office-based with flexibility for remote work, as per organizational policy.
 - Occasional evening and weekend work required for events and fundraising activities.
 - Travel within the local region may be necessary for events or meetings.
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Why Work with Us?

At Smart Kids, Inc. we are committed to creating a more equitable educational landscape. As a Fundraiser Coordinator, you will be at the heart of our efforts to provide access to transformative learning experiences for students who need it the most. Join a dedicated, passionate team of professionals working toward creating lasting change in the lives of students and communities.

To Apply:

Interested candidates should submit a resume and brief cover letter explaining their interest in the position and experience working with children to info@smartkidsinc.org. Please include “Fundraiser Coordinator Application” in the subject line. In your cover letter, please include why you are passionate about working with students and how your skills can contribute to our mission. Please fill out an employment application at www.smartkidsinc.org/employment.

Smart Kids, Inc. is an Equal Opportunity Employer and encourages individuals of all backgrounds to apply. We are committed to creating an inclusive environment and ensuring equal opportunities for all.