

Job Title: Development Coordinator- Generations Ahead
FLSA Status: Part time, Exempt (25 hours per week)
Reports to: Executive Director

Position summary: Reporting directly to the Executive Director, the Development Coordinator is charged with maximizing Generations Ahead's capacity to generate revenues from multiple sources, focused primarily on individual and foundation donors.

Generations Ahead is a small, growing organization. We are looking for an individual with high standards and expectations who can help strategically grow and impact the organization's direction for years to come. The work is interesting, varied, and will allow the right person to expand their professional skill set.

MISSION: Generations Ahead empowers young parents to build positive relationships, strengthen family resiliency, and raise healthy children.

SCOPE OF WORK:

1. Strategic Leadership in conjunction with the Executive Director and Fund Development committee:
 - Create and execute a comprehensive strategic Fund Development Plan including goals, annual calendar, metrics, budget, and timetables.
 - Develop and maintain strategies for specific fundraising targets (e.g Spring and Annual campaign, Endowment, Planned Giving)
 - Facilitate the fundraising efforts of the Board, volunteers, and staff.
 - Assist Executive Director with grant applications.
2. Donor Relations
 - Foster relationships with prospective donors and foundations through executing a comprehensive prospect engagement plan.
 - Lead the cultivation, solicitation, stewardship, and recognition of all donors.
 - Partner with staff, volunteers, and board members as appropriate to build relationships and advance a comprehensive and on-going fundraising program.
 - Donor event support, alongside staff and volunteers.
3. Record Keeping and Reports
 - Ensure accurate and complete database records, develop processes to ensure data integrity of all contacts and utilize the database to track and analyze annual giving trends and create strategies based on data results.
 - Monitor fundraising efforts through monthly, quarterly and annual reports to the Executive Director and board members.
- 4.. Organizational Responsibilities
 - Work in partnership with the Finance and Fund Development Committees and the Board in the development and execution of fund development efforts.

- Work closely with the Communications Manager to oversee all material related to fundraising efforts, including website, newsletter, annual report, and social media outlets.

PROFESSIONAL BACKGROUND DESIRED:

- Demonstrated success working as a fundraiser, or in a related field with a nonprofit organization.
- Strategic understanding of current and evolving trends in philanthropy and funding streams.
- Superior oral and written communication and public-speaking skills.
- Hands-on and detail-oriented.
- Demonstrated competence in Google applications, and particularly fundraising applications/databases such as Bloomerang.
- Demonstrated ability to complete tasks within established deadlines.
- Commitment to continuous improvement through data-driven evaluation.

PERSONAL REQUIREMENTS:

- A deep passion and commitment to the organization’s mission of serving teen and young adult parents. Compassion and respect for others.
- Creative problem solving and comfort with ambiguity.
- Excellent interpersonal skills and high emotional intelligence, with an ability to develop and maintain productive relationships internally and externally.
- Self-directed and entrepreneurial with a proven ability to work independently, while also collaborating well with others in a team setting.
- Strong work ethic with a high degree of energy.
- Ability to organize priorities, with attention to detail and deadlines.
- And, have fun! This can be hard work, so we value finding joy in our daily work.

WORK ENVIRONMENT

- Work is performed remotely. Occasional evening or weekend meetings with donors and attendance at events is expected.
- Will require travel within the service region. Must possess reliable personal transportation , comprehensive insurance and a valid driver’s license.

COMPENSATION, BENEFITS, AND APPLICATION PROCESS:

This is a part-time position (25 hours/week). Hours are flexible depending on current work demands, and personal needs. Benefit eligibility includes ample PTO and holiday pay. A Simple IRA is part of the compensation package, and a wellness benefit is provided (in lieu of health insurance at this time).

Starting Wage Range: \$30-33/hour

Generations Ahead is committed to creating a diverse workplace and seeks a wide range of perspectives and backgrounds. People of color, persons with disabilities, veterans and LGBTQ candidates are encouraged to apply. Generations Ahead is an equal opportunity employer and does not discriminate in its employment decisions.

To apply, please send your resume and cover letter, stating your interest and highlighting relevant experience, to: MarjieR@generationsahead.org