



of Metropolitan Dallas

**Position Title:** Development Coordinator

**Category/FLSA Status:** Full-time, Exempt

**Supervisor:** Senior Director of Development

**Supervises:** None

**Position Summary:**

This position is responsible for planning and executing development activities that support Girls Inc. growth goals. The Development Coordinator will design, implement, and manage fund development systems and processes such as volunteer and donor management, research and cultivation, and gift processing and recognition, while adhering to accountability and compliance standards for donors and funding sources.

**Primary Responsibilities and Duties:**

- Support the development of fundraising goals and work to achieve and surpass these goals.
- Communicate with key constituents which include corporate partners, individual donors, foundations, and volunteers.
- Manage the delivery of direct mail such as holiday greeting cards, funding appeals, and event invites.
- Conduct research regarding potential donors, corporate partners, and funders through various platforms, compile into dossiers, help prioritize prospects, and systematically capture information in the donor database (Bloomerang).
- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.), assign, and coordinate events and activities.
- Partner with the Marketing & Events Coordinator in planning, preparation, and execution of annual events such as Bold Dreams Breakfast and Power 2 The Girl. Organize corporate volunteer engagements and third-party fundraising events.
- Serve as the resident expert of the donor database (Bloomerang). Maintain the database and ensure the information is current and accurate including development and execution of regular reporting requirements and analysis of donor trends.
- Oversee the gift entry process. Record and process donations, update donor records, and create and generate needed reports and donor lists. Process timely and accurate gift acknowledgements and receipts including End Of Year tax letters.
- Conduct month-end reconciliation in collaboration with cross-departmental teams.
- Manage project workflow and oversee day to day milestones for development projects.
- Prepare presentations and schedule meetings.

**Minimum Qualifications:**

- Bachelor's degree or equivalent combination of education, training, or experience.
- 1-3 years of experience working in fundraising or nonprofit organization with donor relations experience.
- Experience overseeing a fundraising database or other type of CRM or relatable experience with databases.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).
- Project coordination experience is required, preferably with knowledge of project management tools such Asana.
- Excellent verbal and written communication skills. Ability to effectively speak and present to individuals including high net worth donors, executive corporate management as well as small, mid-size and large groups.
- Ability to support day to day operations in a fast-paced environment with independent judgment and discretion in handling confidential and sensitive material.
- Demonstrate excellent customer service skills with the ability to work well with staff at all levels of the organization and have a high level of professionalism.

- Ability to work independently with a limited amount of training, and requires a high degree of self-directed initiative, creativity, and individual judgment.
- Ability to manage multiple priorities and requests in a timely manner, with strong attention to detail.
- Must have flexibility with working hours and be available to work some evenings and weekends.

**Compensation and Benefits**

Salary is based on years of experience, degree of education, and level of expertise. A competitive benefits package is also offered.

**Physical Requirements and Work Environment:**

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand, or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Dallas County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

**Equal Employment Opportunity:**

Girls Inc. of Metropolitan Dallas provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

**To Apply:**

Please send cover letter and resume to [development@girlsincdallas.org](mailto:development@girlsincdallas.org) subject "Development Coordinator." Please, NO Phone Calls.