

Development Coordinator (one-year contract)

Job Title: Development Coordinator
Supervised By: Director of Development
Supervises: None
Status: one-year contract, exempt
Date revised: 8/26/2021

POSITION SUMMARY

The Development Coordinator position is responsible for assisting the Director of Development in all aspects of The Network's fundraising efforts, especially individual giving through digital solicitations via year-round campaigns and appeals.

ESSENTIAL JOB FUNCTIONS FOR DEVELOPMENT COORDINATOR

- Formulate and execute a matrix of digital communication and solicitation strategies involving email, social media, online giving platforms, and volunteer engagement to increase annual individual giving to The Network.
- Assist with fundraising and the micro-grants program of the Emergency Response Fund.
- Assist with timely gift processing and data management via Donor Perfect, and donor stewardship, and gift acknowledgements for all donor relationships, including managing up to ensure senior management's donor stewardship is conducted quickly and smoothly.
- Ensure database integrity, maintaining a high level of detail-oriented accuracy.
- Generate monthly gift detail report and other periodic fundraising database reports, as needed.
- Assist with grant proposals and reports, as needed.
- Act as Liaison between The Network and the Associate Board, and assist the Associate Board, as needed.
- Assist with fundraising event planning and execution.
- Perform all other duties as assigned by the Director of Development.

QUALIFICATIONS

Education:

- 4 years Bachelor's degree required

Experience

- Minimum of 3-5 years of progressive experience in a similar not-for-profit and/or fundraising position is strongly preferred.
- Proven experience working with donors, volunteers, committees, and non-profit boards is desired.
- High-level knowledge of Word, Excel, and working knowledge of Mailchimp, social media, and other web-based applications, a plus.
- Ability to perform multiple tasks with accuracy, prioritize workflow, and realize goals while meeting deadlines in a timely manner.
- Ability to work independently with little supervision



1 E. Wacker Drive, Suite 1630 | p: 312.527.0730
Chicago, Illinois 60601 | f: 312.527.0733
www.the-network.org

- Ability to work well in a team.
- Bi-lingual a plus.

LICENSES/CERTIFICATION

- None required. Hired candidate would have to take the 40-hour Domestic Violence certification course after their first 3 months of employment. This is offered to staff at no cost.

COMPUTER AND SOFTWARE KNOWLEDGE

- Advanced computer abilities (MS Outlook, Word, Power Point, Excel, on-line fundraising tools, databases required)
- Working knowledge of social media tools (Facebook, Twitter, Instagram) required
- Familiarity with donor software (Donor Perfect) highly preferred
- Experience with WordPress, Adobe Acrobat, and marketing software including Constant Contact highly preferred

WORK ENVIRONMENT

- Regular office hours are required. We are temporarily working remotely due Covid -19, with optional days in person.
- Additionally, this position may require some weekend and evening hours.
- This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required and those may not necessarily be fully accessible
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Occasionally lift, carry, push, and pull objects weighing up to 25 pounds independently, and rarely objects weighing up to 40 pounds with assistance
- Travel between the main office and remote locations may be required.
- Workplace is a smoke- and drug-free environment.

Please email application with cover letter, resume and list of three professional references to Paroma Mukherjee, Director of Development at: pmukherjee@the-network.org

It is not the intention of this position description to limit the specific duties of this job, but rather to describe the major responsibilities associated therewith at the time the position description was prepared. As the organization changes, or simply with the passage of time, the specific tasks and responsibilities that comprise any job also tend to undergo changes. Such changes may consist of additions to, reductions in, or substitutions of duties and responsibilities. This position description should be revised on an annual basis to reflect such changes.

The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and



1 E. Wacker Drive, Suite 1630 | p: 312.527.0730
Chicago, Illinois 60601 | f: 312.527.0733
www.the-network.org

conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.