

Full-time Employment Opportunity

Position: Fund Development Coordinator

Summary: Responsible for assisting the Vice President of Development with the administration and expansion of DuPagePads donor relationships through innovative and creative stewardship practices, integrated agency communications, and assistance with special event fundraising efforts.

Reports to: Vice President, Development

Responsibilities:

1. Demonstrate a commitment to service and passion for ending homelessness at DuPagePads.
2. Operate within the DuPagePads Core Values, which supports providing care in accordance with the Trauma Informed Policy and Practices of the Agency.
3. Be an active participant on the development team assisting with the design and accomplishment of strategic objectives to increase fundraising and agency support through individual giving, community partnerships, private grant funding and annual event fundraising efforts.
4. Monitor and maintain the donor database to assure the timely notes, accuracy, and information needed of all donor gifts and stewardship information.
5. Coordinate the acknowledgements, scheduled communications, and reporting required for annual donors to maintain continued support and involvement.
6. Assist the VP of Development in research and evaluation for new potential individual and corporate gift opportunities.
7. Coordinate donor cultivation, education, and appreciation programs.
8. Collaborate with Volunteer Coordinator to recruit volunteers and necessary support for partner/donor stewardship events.
9. Participate in the development of proposals and solicitation for new and existing programs.
10. Collaborate with Special Event Manager to support special events identifying potential sponsor and donor development opportunities.
11. Participate in development and supervision meetings, and staff meetings.
12. Other duties as assigned.

Knowledge, Skills, and Abilities:

1. Self-motivated and highly organized with ability to meet deadlines and synthesize information quickly.
2. Strong interpersonal and communication skills.
3. Strategic and creative thinker with strong problem-solving skills.
4. Familiar with established marketing concepts, procedures, and trends.
5. Excellent oral, written, and interpersonal communication skills.
6. Proven ability to prioritize and perform multiple tasks, with attention to details and deadlines.
7. Computer literacy in donor database management and Microsoft Office Suite products (Word, Excel, Power Point, etc)
8. Ability to monitor fundraising goals.
9. Ability to think innovatively, conceptually, and adapt easily to change.
10. Ability to work independently and with team members.

Qualifications:

1. Bachelor's degree or experience equivalent in fundraising, marketing, communications, data management, or another related field preferred.
2. Minimum of 3-5 years of experience in fund development; preferably at a nonprofit organization, or an equivalent combination of training and experience.
3. Demonstrated skills, knowledge and experience using fundraising or donor management software, and coordinating donor data and dashboards.

Other:

1. Provide own transportation.
2. Willing to work occasional evenings, weekend hours and special occasions.

Classification Status: Full-time Non-exempt

To apply, please email cover letter and resume to hr@dupagepads.org, listing "Development Coordinator" in the subject line.