

Development Coordinator

Job Description | 2023

IGNITE Worldwide is the answer to achieving gender equity in STEM. IGNITE works directly with educators to connect girls* with STEM opportunities during the school day. Our award-winning Program offers a variety of interactive events featuring STEM professionals** who represent IGNITE Students.

*We serve girls, young women, nonbinary, transgender, agender, and genderqueer students.

**We encourage women, nonbinary, transgender, agender, and genderqueer volunteers.

Job Description The Development Coordinator will work closely with the Marketing & Communications Director and CEO in the development and execution of fundraising and partnership initiatives. The Development Coordinator will contribute and/or lead individual giving, Corporate Partnerships, foundational grants, fundraising campaigns including the annual spring gala, and CRM database imports. The Development Coordinator will be responsible for specific programs and/or initiatives as assigned. This position will work with and report directly to the Marketing & Communications Director.

Location Remote

Employment Type Full-Time, Exempt

Work Schedule Mon.-Fri., 9am-5pm Pacific Time

As a full-time, salaried position it is expected that this role will flex hours to accommodate meetings and/or events that occur outside of regular work hours.

Compensation \$50,000-\$55,000/year

Preferred Experience

- 1-3 years experience in:
 - Client relationship management, fundraising, and donor relations
 - Working in fundraising or project organization
 - Assisting department leaders in developing fundraising plans, maintaining donor relationships and securing new ones
 - Planning large-scale events and fundraisers
 - Securing and increasing donor contributions
 - Building positive and authentic stakeholder relationships
 - Developing and managing campaign lifecycles
 - Working with a diverse team and promoting a positive brand image
- Experience with, or equivalent to:
 - Google Suite
 - Constant Contact
 - Salesforce, or similar CRM
 - Classy, ClassyLive
 - Quickbooks
 - Basecamp, or similar project management program

- Canva
- Benevity, YourCause, Double the Donation

Qualifications

- Bachelor's degree in business, public administration, marketing, or related field required
- Adept at streamlining processes to strengthen internal communications
- Excellent communication skills, both verbal and written
- Self-starter, highly proactive, and collaborative
- Solutions oriented with the ability to be flexible in the face of changing conditions
- Technology troubleshooting capabilities
- Ability to work independently and prioritize tasks
- Excellent organizational skills, commitment to accuracy and attention to detail
- Exercise sound judgment, tact, integrity, and professionalism
- Strong project management skills required
- Collaborative approach to problem solving
- Analytical skills, including the ability to collect and organize data, synthesize findings, and make data-informed recommendations for stewardship and growth strategies
- Ability to manage multiple projects simultaneously
- Demonstrated commitment to high professional standards, ethical practices, and confidentiality
- Proven performance in a fast-paced, customer service-oriented environment
- Strong organizational and time management skills
- Comfortable managing the day-to-day of various development projects and tasks
- Commitment to the values of inclusion, diversity, equity

Responsibilities may include, but are not limited to:

Fundraising, Events, and Campaigns

- Assist in, with the opportunity to manage, fundraising activities, including but not limited to digital campaigns, networking and fundraiser events, and constituent relationships
- Actively contribute to and collaborate on giving strategies and initiatives
- Collaborate with Leadership on external communications for campaigns
- Support all aspects of the donor cultivation cycle (cultivation, solicitation, and stewardship)
- Identify and cultivate new donors and increase current donors' annual level of support
- Support constituent relationships and coordinate cultivation, solicitation, and stewardship interactions
- Manage aspects of fundraising campaigns, including peer-to-peer fundraising, annual spring gala event, and other campaigns as they develop
- Event planning and management, including set-up/tear-down, day-of support, item procurement, event logistics, and vendor management

Grant Writing, Administration, and Reporting

- Research opportunities suited for application
- Support data collection, including budget development, as needed
- Track grant opportunities and manage profiles in CRM database
- Opportunity to draft letters of interest, proposals, and applications

- Support grant lifecycle - from sourcing and application to report submission and closing (pre-award and post-award)

Other

- Support and contribute to consistent data collection and entry into CRM database by compiling, analyzing, and reporting development data
- Draft reports, correspondence, and other written material as needed

Apply To apply, email a cover letter, resume, and email and telephone contact information for 3 professional references, all in PDF format, careers@ignite-worldwide.org. Applications for this position will be accepted until the position is filled.

Our Commitment to Diversity and Inclusion We are committed to cultivating a workplace in which diverse perspectives and experiences are welcomed and respected. We are proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology, or membership in any other legally protected class. We are an Affirmative Action employer. We encourage individuals with diverse backgrounds to apply and desire priority referrals of protected veterans. If due to a disability you need assistance/and or a reasonable accommodation during the application or recruiting process, please send a request to careers@ignite-worldwide.com