

Position Title: Development Coordinator

About Children First

Children First is a private, nonprofit organization dedicated to improving the lives and chances of children in Pennsylvania through thoughtful and informed advocacy. Children First is a fast-paced child advocacy organization that uses research, people power, and coalition building to create the momentum for reform of public policies that enable more children to grow up healthy, well-educated, and ready to take the reins of their communities.

Position Summary

The Development Associate is a vital member of a three person fundraising team, dedicated to establishing, nurturing, and expanding relationships with Children First's funders and donors. This person's role is to serve as an integral member of the Development Department, working closely with staff, volunteers, and board members to achieve fundraising goals specifically related to our annual giving campaign, annual fundraiser, and foundation resources.

Key Duties: Fundraising Strategy and Execution

- Take ownership of individual donors and prospects under \$1k including drafting solicitation letters, segmenting messaging and donor lists where appropriate, cultivation and stewardship ensuring a meaningful donor experience.
- Monitor fundraising trends and best practices and make suggestions for improvements.
- Build and maintain a pipeline to support moving donors toward higher levels of giving.
- Efficiently process donations and acknowledge donors, utilizing Every Action database to generate fundraising reports, support relationship-building efforts, and meticulously track opportunities for the major gifts team.
- Ensure data accuracy and integrity within the donor database and utilize Excel for data analysis and reporting.

Key Duties: Grant Support

- Research potential foundations, contributing to writing proposals and reports, and helping with grants management.
- Monitor trends in foundation giving and make suggestions for improvements.
- Assist with maintaining our activities tracking system ensuring staff have information entered in a timely manner.
- Process grants and acknowledgements, utilizing the Grants Tracker database to generate reports, support relationship-building efforts, and meticulously track grant opportunities.
- Ensure data accuracy and integrity within the grants tracker database and conduct data analysis and reporting.

Key Duties: Event Support

- Support the Administrative Director with the execution of our major fundraising event, including corresponding with corporate donors, researching new prospects and logistics support including on-site support.
- Support our Young Professionals Advisory Council (YPAC) with implementing small dollar fundraisers and friendraising events.
- Assist with the planning and execution of other smaller fundraising and stewardship events, as needed.
- Willingness to support co-workers at community tabling events outside of normal working hours (most falling on weekends in the summer and fall).

Qualifications, Education, Experience & Skills:

- Minimum 5 years of experience working in a non-profit/advocacy/development.
- Strong commitment to our work of improving the lives and life chances of children, youth and families in Pennsylvania but particularly in the SE.
- An outgoing personality with the ability to present information effectively and speak with individual, foundation and corporate donors of all levels for positive engagements.
- Some knowledge of donor tracking systems – ideally Every Action by Bonterra.
- Strong verbal and written communications skills and a deep working knowledge of data analysis software applications and tools, specifically Excel.
- Proficiency in all Microsoft Office 365 products.
- Team player, able to coordinate, negotiate, manage, and work with coworkers of all levels.
- Ability to work occasional weekend or evening events and provide on-site support – we reimburse travel expenses and you should have a reliable vehicle.
- Walk or stand occasionally, including for extensive periods of time at events and must be able to lift, move, push or pull objects of at least 25 pounds.

Location: Candidates should be local to the Philadelphia, Pennsylvania area or willing to relocate. This is a full-time, hybrid position requiring two days in the office, possibly more on the lead up to big events.

Dual Reports To: Administrative Director, Major Gifts Officer, or Grants Director based upon the assigned task.

Salary & Benefits: \$65,000 to \$70,000 with a generous benefits package including health coverage with vision and dental, 403B contributions, generous vacation and paid time off holidays, and paid family leave.

Apply: Resume and cover letter to info@childrenfirst.org.

Children First is an inclusive, equal opportunity employer and does not discriminate when hiring.