

TITLE: Coordinator, Development

REPORTS TO: Sr. Manager, Development and Events

Scope: The Coordinator, Development will report to the Sr. Manager, Development and Event, and will also work closely with the Database and Gift Processing Administrator and the Senior Director of Development. This role is integral to success in researching, identifying, cultivating, soliciting, tracking, and stewarding donors and prospects. The Coordinator will be responsible for assisting the Development Team in all aspects related to development. In order to be successful, this individual should be able to thrive in a fast-paced, collaborative environment, have serious interest in building a non-profit development career, gaining exposure to fundraising, and have a genuine passion for sports.

The Women's Sports Foundation was established in 1974 to advance the lives of women and girls through sports and physical activity. Our mission is to enable all girls and women to reach their potential in sports and life. We provide financial fuel to aspiring champion athletes. We fund groundbreaking research. We educate. We advocate. And we help communities get girls active.

Responsibilities:

Donor Relations and Direct Marketing

- Work closely with the Development team to diversify and expand the donor base.
- Assist with the cultivation and solicitation of direct mail, offline and on-line donors.
- Research and prepare confidential donor and prospect reports for use by the Senior Leadership Team, Development Team and Trustees in cultivating and soliciting prospects.
- Prepare letters, brochures, and other materials to be shared with donors and prospects regarding WSF's annual fund, planned giving and major giving.
- Work with the Development and Event Manager to develop a "welcome" protocol for all first-time donors, which will be executed systematically and will introduce new donors to WSF.
- Collaborate with the Development and Event Manager to plan, develop and implement integrated direct marketing solicitation strategies to secure donations through direct mail, email and social media.

Events

- Collaborate with the Development & Event Manager to plan and execute events and engagement activities, such as a luncheon or cocktail party.
- Assist with the planning and execution of our gala, including volunteer management.
- Assist with the planning and execution of fundraising activities around National Girls & Women in Sports Day.
- Provide administrative support for all events. This might include entering donor information into databases, creating and updating registration lists, ordering materials, liaising with vendors, producing and analyzing reports, and tracking expenses and budgets as needed.

Database, Analytics and Administration

- Understand database processes and analytics for reporting on gifts, demographics, and other pertinent donor information.
- Manage data query projects with the Database & Gift Processing Administrator to ensure accuracy of mailing lists.
- Track results, analyze and report ROI and cost-benefit analysis of direct marketing projects.

- In collaboration with the Database & Gift Processing Administrator and the Development & Event Manager, track incoming gifts and ensure appropriate stewardship of all gifts received, including drafting acknowledgment letters, receipting, and recognition.
- Maintain and update donor records in Salsa CRM to reflect ongoing research, cultivation, solicitation, and stewardship activities.
- Provide general administrative assistance (correspondence, meeting notes in donor records, proposal follow-up, etc.)
- Participate in team and staff meetings and respond to projects as needed by Senior Director of Development.

General Responsibilities

- Provide support to Senior Management as required
- Handle other data entry requests/projects from the other departments as assigned
- Participate in special projects and team/staff meetings

QUALIFICATIONS:

- Bachelor's degree with 2 years of experience in non-profit fundraising
- Passion for sports and leadership
- Be a team player and be flexible
- Excellent attention to detail, active listening skills and organizational skills
- Must have a passion for excellent donor service and commitment to exceptional quality
- Strong interpersonal, oral and written communication skills
- Must possess the ability to work with changing priorities and multiple projects
- Professional phone manner and the ability to deal courteously and effectively with donors and all internal and external constituents
- Experience with CRM databases.
- Familiarity with Microsoft Office Suite (Word and Excel) and InDesign (not required).

The candidate of our dreams is organized -- but not rigid, enjoys a collaborative style that fosters teamwork. We are a small team with a nonprofit budget, so experience in getting creative with limited resources is a plus. Ideally, you have worked on small teams where you have had to wear many hats and enjoy the learning opportunities that come with these different projects.

TO APPLY:

Email **cover letter, resume and salary expectations into one PDF document** to:

Attn: Natoya Curd, Senior Director, Operations & Administration

Subject: Coordinator, Development

HR@WomensSportsFoundation.org

No Calls Please

In 2015, the Women's Sports Foundation adopted the "Hucles Rule," a hiring guideline that states that an elite athlete must be interviewed for each WSF job opening.

The Women's Sports Foundation values an inclusive team and encourages individuals of diverse backgrounds and identities to apply. The Women's Sports Foundation is an equal opportunity employer.