



Inspiring all girls  
to be strong,  
smart, and bold

**Girls Inc.**  
441 W Michigan St.  
Indianapolis, IN, 46202

Tel: (317) 634-7546

[girlsinc.org](http://girlsinc.org)

## JOB POSTING

**DATE:** September 2, 2020

**POSITION:** Development Coordinator

**REPORTS TO:** Director of Special Events

**LOCATION:** New York National Headquarters

**Background:** Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. Via a network of affiliated organizations across the United States and Canada, our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and to grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: People, including trained staff and volunteers who build lasting, mentoring relationships; Environment, spaces that are girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and Programming that is high quality, research-based, hands-on, minds-on, age-appropriate, and meets the needs of today's girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls. Join us at [www.girlsinc.org](http://www.girlsinc.org).

**Summary:** Provides general administrative and fundraising support to the Special Events team, and assists with the effective and efficient operation of the Development department.

## RESPONSIBILITIES

Special Events duties including; but not limited to:

- Create and implement an event task calendar, and manage related work and tasks
- Managing a shared task calendar with the Marketing & Communications department in support of events, and serve as liaison between the departments
- Plan and execute the production of all event-related correspondence, including solicitation letters and invitations
- Oversee development and production of invitation package and event ad journal

- Manage all day-of event logistics, including but not limited to: event set up, guest registration
- Coordinate donor correspondence including acknowledgments and stewardship letters; respond to donor correspondence and inquiries in timely manner
- Participate as a member of the Special Events team, and maintain open communication channels and strong working relationships with other Girls Inc. departments

Development Department duties including; but not limited to:

- Provide administrative support
- Monitor and update fundraising database (Salesforce) with donor and prospect data; ensure that donor records are accurate and up-to-date
- Pull donor mailing lists and various reports from database
- Prepare financial reports from database, reconciling with finance department
- Continually research donors and identify prospects
- Assist with preparation for donor and prospect meetings
- Assist in creation and management of cultivation materials and mailings
- Accept additional responsibilities as necessary to support the effective functioning of the Development Department and achievement of annual revenue goals

**Qualifications:**

- BA required
- One to three years' professional experience; fundraising experience preferred
- Keen attention to detail imperative
- Self-starter with extraordinary organizational skills, the ability to prioritize and manage projects independently
- Responsible, flexible, and energetic team player, with the ability to adapt to various working styles
- Ability to effectively complete tasks in a fast paced environment
- Excellent verbal and written communication skills, including the ability to compose, edit, and proof correspondence and documents required
- Excellent computer skills, including G Suite and Microsoft Office Suite
- Knowledge of Salesforce or similar databases preferred

**How to Apply:**

Interested applicants should send a resume and cover letter with salary expectations to: [humanresources@girlsinc.org](mailto:humanresources@girlsinc.org) with Development Coordinator in the subject line by October 1, 2020. No phone calls, please.

**GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.**