



of Memphis

Development Coordinator- Corporate/Foundation Relations and Grants

Girls Inc. of Memphis is on the GROW to inspire more girls to be strong, smart, and bold! We seek youth development professionals who are passionate and committed to equipping girls ages 6-18 to find their voice and experience their power. Join our fast-paced, mission-driven, girl-focused, inspired team as we work to fulfill our vision- Empowered girls in an equitable Memphis!

Learn more- www.girlsincmemphis.org

JOB PURPOSE:

To plan and implement comprehensive research-based corporate and foundation giving plan to achieve designated fiscal year revenue goals. Plan to include grants, sponsorships, matching gifts, and volunteering. Provide leadership and support for engaging corporate partners in special events and engagement experiences. Establish and monitor stewardship efforts to honor and retain corporate and foundation donors.

ESSENTIAL JOB FUNCTIONS:

- Approach the work with girls and one another from their lens and experience, not your own
- Focus on qualitative and quantitative inquiry for continuous improvement
- Take ownership and proactive action for overall agency success
- Find the light and joy in the work through positive interactions with others
- Model the Girls Inc. mission as a strong smart and bold individual exhibiting strong leadership qualities and a can-do attitude
- Develop and implement a comprehensive plan to attract and retain corporate and foundation donors including an annual stewardship plan; engagement opportunities; recognition and visibility opportunities to engage, honor, and retain donors
- Meet or exceed annual revenue budget for corporate and foundation contributions
- Manage corporate and foundation grants including research potential grants that align with budgeted and projected agency needs; establish an annual grants calendar to manage the application, reward, and reporting dates; ensure on-time delivery of all grant materials and reports; drive the development and assembly of all necessary grant application materials to ensure on-time delivery of all proposals; coordinate all grant site visits and/or required activities with appropriate staff
- Work collaboratively with the program department to identify needs and opportunities for corporate and foundation grants and employee engagement opportunities
- Work collaboratively with the development team to implement events and engagement opportunities including monthly tours, quarterly town halls, volunteer experiences, special events, etc.
- Advocate in the community on behalf of agency, women, and girls in keeping with the Girls Inc. public policy platform
- Embrace challenges, new experiences, and be willing to be flexible and stretch to exhibit our learning and growth culture
- Show up in the work with a creative, entrepreneurial, upbeat, and collaborative spirit
- Represent Girls Inc. of Memphis in a manner that conveys professionalism, confidentiality, courtesy, fairness, personal integrity, and respect for others
- Support all departments in agency events

- Follow all agency policies and procedures as outlined in the employee handbook
- Perform other duties as assigned, cheerfully

QUALIFICATIONS:

- Bachelor's degree
- An articulated belief in the mission of Girls Inc.
- 2+ years of experience in donor development and corporate and foundation giving with a proven track record of success
- Excellent communications skills emphasizing the ability to listen and hear others
- Demonstrated abilities in incorporating a diversity of cultures, ethnicity, languages, abilities, and socioeconomic backgrounds with all stakeholders
- Integrity
- A sense of humor
- Computer proficient- Office365, MS Word, Excel, and PowerPoint
- Ability to effectively manage and diffuse volatile situations
- Ability to bend, lift and move up to 20 pounds
- Current valid driver's license and insurance
- Ability to work nights and weekends

SALARY:

- Starting at \$40,000.00/year

To Apply: <https://girlsincmemphis.bamboohr.com/jobs/view.php?id=43>