



of Memphis

## Development Coordinator- Individual Giving and Communications

**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](http://www.girlsincmemphis.org)**

### **JOB PURPOSE:**

To plan and implement a comprehensive research-based individual giving annual campaign to achieve designated fiscal year revenue goals. Plan to include communications, appeal methods, tracking, stewarding, and honoring individual donors. Provide leadership and support for engaging individuals in special events and engagement experiences. Implement annual communications plan to inform and engage individual donors to include social media, e-communications, and mailings.

### **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 attracting and retaining individual donors at all levels to include: annual plan for individual giving; stewardship plan to engage, honor and retain donors by segmentation; innovative communications (email, mail, social media)
- Meet or exceed annual revenue budget for individual contributions
- Plan and implement an alumna giving campaign
- Capture and utilize participant and alumna success stories for agency communications
- Implement annual photo and video experiences to capture high-quality programs in action and girl images to utilize in annual donor communications and media
- Establish in collaboration with development and program departments an annual communications calendar to drive timely and efficient content and donor engagement
- Mobilize and monitor annual donor communications plan in collaboration with Development Manager, CEO, and marketing/PR firm to include: website, social media, e-newsletters, mailers, videos, 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=45>