

POSITION DESCRIPTION

Position: Development Coordinator

Reports to: Director of Individual Giving & Corporate Partnerships

Location: New York, NY

Background: Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at girlsinc.org.

Summary: Provide administrative and fundraising support to the Development Department, Chief Development Officer, Director of Individual Giving & Corporate Partnerships, and Development Operations Manager. Ability to organize multiple assignments and execute on fundraising strategies, problem solve, and work efficiently and strategically in a fast-paced environment.

RESPONSIBILITIES

Fundraising support to include:

- Serve as a point of contact for Cause Related Marketing and individual donors. Assist in implementing a moves management system for donors.
- Assist with preparation for meetings with potential funders; prepare in-depth research profiles and prospect identification materials.
- Respond to external inquiries and donor correspondence by email, mail, and phone in timely manner. Collaborate with donors and staff on social media, digital content, logo usage and partnership parameters.
- Accept additional responsibilities to support the effective functioning of the Development Department and the achievement of annual revenue goals.

Departmental support to include:

- Track and monitor donor inquiries, log and record donations in the CRM system and process donations received online, by mail, and phone.
- As needed, support the production of mass mailings, acknowledgement letters, stewardship packages and related donor correspondence.
- Work collaboratively with various departments to ensure fundraising revenue and fund designations reconcile. Prepare donor reports as requested.

Qualifications:

- A bachelor's degree is required
- A minimum of one year of work experience; preferably in a non-profit setting and/or a revenue generating operation
- Excellent computer skills, including G Suite and Microsoft Office Suite
- Knowledge of Salesforce or a similar CRM database preferred
- Keen attention to detail and ability to analyze data
- Self-starter with extraordinary organizational skills
- Ability to prioritize and manage projects independently
- Excellent verbal and written communication skills, including the ability to compose, edit, and proof correspondence and documents
- Ability to work evening hours as needed
- Must be able to appreciate, embrace and advance diversity and have experience working with multicultural populations

Applicants also must possess a commitment to honor and support **Girls Inc. Values**, which are:

- Recognize and support the strength in every girl;
- Respect the dignity of each human being and demonstrate genuine care and concern for the well-being of others;
- Understand and appreciate diversity, embrace inclusiveness, and advance equity;
- Drive for results anchored in integrity and accountability; and
- Collaborate for impact.

To Apply: Applicants must submit a cover letter and a resume for consideration to humanresources@girlsinc.org. No phone calls, please.

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