



Development Coordinator
Junior Achievement of Southern Nevada

DATE (Revised):	5/30/24
Flexible Schedule:	0% Remote
POSITION TITLE:	Development Coordinator
DEPARTMENT:	Development
Time Type:	Full-Time
REPORTS TO:	Development Manager

SUMMARY

The Development Coordinator will support and help organize fundraising campaigns in an effort to increase revenue. The Development Coordinator is primarily responsible for supporting the Development team in raising money and awareness of Junior Achievement through direct giving campaigns. Overseeing the marketing coordination behind individual giving mailers, social media initiatives, identifying unique audiences to JASN and implementing giving and awareness campaigns that lead to action being taken by different target audiences. This team member will work to develop strong relationships with donors who have an annual capacity up to \$1,000 gifts. They will support the Director of Development and Development Manager in with administrative functions for special events. Solid experience in marketing and fundraising is expected to reach the annual goals of this role. The Development Coordinator will proactively be identifying additional opportunities to enhance the visibility and revenue of the business throughout their duties.

ESSENTIAL RESPONSIBILITIES:

Create and Lead Direct Giving Strategy:

- Be able to work with a wide variety of people and possess strong verbal and written skills with an emphasis on public speaking in order to attract and inspire passionate individuals to contribute and get involved with Junior Achievement.
- Increase JASN’s direct giving capacity by following annual objectives set forth by the Director of Development and Board of Directors established each year to help support the long-range plan of financial stability for JASN.
- Develop timeline of implementation for each direct giving campaign including comprehensive planning list to include details and on-going activity needed for direct mailers, donor/volunteer calls or emails, website, online promotions, social media sites, email blasts design and distribution.
- Support Development Manager with the committee chair to support and help maintain notes from each meeting and distribute to Director of Development and members.
- Document monetary gifts and in-kind donations by developing year-round cultivation, recognition and stewardship programs. Record all transactions in appropriate database and thank you processing.

Lead External Relationships with Current and Potential Donors:

- Assist Development Manager and Director of Development with identifying potential large donors and maintaining those relationships as directed.
- Research grant opportunities to meet the established goals of the department for new grant prospects- supplying potential grant information to Director of Development and President

Communications and Marketing:

- Support the Development Manager in monitoring competitive trends and identify new and emerging competitive threats with an eye towards developing marketing strategies that address these issues in your department.
- Support Development and Marketing Manager to create and distribute writing of proposals and solicitation materials.

- Work with JASN team on all agency collateral, including case statements, brochures, social media, public relations and website.

Administration:

- Support and help develop and submit a detailed budget with itemized expenses for approval to the Development Manager and Director of Development for direct giving campaigns that stays within the constraints of the operations budget approved by the Board of Directors.
- Oversee the development and maintenance of donor database integrity; assure design and maintenance of donor/prospect records, gift management systems and informational reports.
- Ensure that each solicitation is carried out in keeping with the JASN values, mission, vision and plans.
- Ensure compliance with all relevant regulations and laws; maintain accountability standards to donors, and ensure compliance with code of ethical principles and standards of professional conduct for fundraising executives.

QUALIFICATIONS

- Associates' degree or equivalent. Two (2) years' experience in development including working with corporations.
- A minimum of two (2) years of experience in a fast-paced environment, sales or related experience with individuals, corporations and foundations in a professional capacity with strong attention to detail while managing multiple client accounts.
- Computer literate in all Microsoft Office Programs with preferred strong skills in Adobe Illustrator, Photoshop, In Design, and Acrobat.
- Strong and effective interpersonal and communication skills, both verbally and in writing; excellent public speaking skills; adept at writing proposals, solicitation letters, donor correspondence, and other kinds of material to enhance event fundraising.
- Proof reading, grammar, and ability to write logically and creatively
- Ability to manage time and meet deadlines. Persuasive and driven for results.
- Be creative, innovative and progressive; possess good problem-solving skills.
- Ability to manage multiple priorities.
- Self-starter.
- Ability to work in multiple environments, year-round temperatures, lift at least 25lbs, sit or stand for long periods of time, typing or using a computer for extended periods of time.
- Ability and disciplined in handling confidential information with a sense of urgency
- Successful completion of civil, criminal and motor vehicle background checks.
- Successfully pass drug testing

Junior Achievement is committed to an inclusive culture that celebrates diversity. We encourage candidates from all identities, backgrounds, and abilities to apply. In all aspects of the employment process, we provide opportunities to all qualified applicants without regard to race, color, religion, disability, age, sexual orientation, gender, gender identity, marital status, national origin, pregnancy, veteran status, or any other protected status in accordance with applicable law.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Print Name

Signature

Date