

Development Coordinator
CHILDREN AT RISK (Houston)

A critical member of a dynamic, statewide development team, the Development Coordinator will work closely with the Director of Development and other team members to help meet the development goals of the organization. The Development Coordinator will have the opportunity to learn from an experienced and driven team of fundraising professionals and work on the essentials of non-profit development work. This is a unique position that will enable the selected candidate to understand the day-to-day operations of a successful, macro-level non-profit organization. This position will focus on supporting individual giving, special events, grant research and writing, and management of the donor database, DonorPerfect and giving portal Harness, among other activities.

Key responsibilities include:

- Assist Director of Special Events with event-related planning and activities, including logistics planning, auction item solicitations, and day of execution for our four major special fundraising events including our annual Big Brunch, Golf Classic, and Accolades Luncheon in Houston, and our annual North Texas event.
- Assist Director of Special Events to manage the partnership and execute related activities for the Una Notte in Italia gala, in partnership with a third-party business.
- Assist grants team with researching new Foundation, Corporate and Government grant opportunities, and with writing grant proposals.
- Assist Regional Directors with donor prospecting and annual fund development support.
- Conduct research on current and potential individual and event donors, and third-party partnership opportunities.
- Work with Director of Media Activism on marketing fundraising events and communicating with constituents about organizational activities and events across multiple media.
- Proactively source, create, organize, edit, proofread and/or manage content for collateral material, websites, e-blasts, social media, and other communications, as required.
- Work closely with the DonorPerfect database to maintain and update donor records in a timely manner.
- Follow-up on all donor gifts in a timely manner with thank you notes and formal tax receipts/acknowledgement letters.
- Work closely with Director of Development and Chief Financial Officer on monthly revenue reconciliation.

Preferred Qualifications

- Prior development/fundraising experience is preferred, but not required.
- BA/BS preferred.
- Ability to work independently/as a self-starter, as well as a team member.
- A strong desire to learn about fundraising, special events, marketing, and grant writing.
- Comfortable with databases, running reports, marketing software, etc. However, knowledge of DonorPerfect is not required.
- Strong written and verbal communication skills for both internal and external audiences.
- Project management experience with a strong ability to prioritize multiple tasks.

- Strong attention to detail and a commitment to maintaining accurate, confidential donor records.
- A strong work ethic, ability to work well with others, and a zeal for relationship building are all considered a plus for this position.

Status:

- Full time, Permanent
- This position is full-time in-person and is located in the Houston area. Employees may be expected to both work from home/remotely and the office. Flexible work and remote schedule are negotiable.
- Some travel and/or work on weekends/after business hours may be required.
- Compensation: The position has a salary range of \$40,000-\$50,000 annually, dependent on the level of relevant experience. Target start date is January 2022. CHILDREN AT RISK offers a competitive benefits package, including health insurance, dental insurance, retirement contributions, and vacation and holidays.

CHILDREN AT RISK is a research and advocacy nonprofit dedicated to improving the quality of life of children through research, public policy analysis, community education, and collaboration. Our focus is on the whole child with significant work in strengthening public education, increasing access to and use of federally funded meal programs, work in early education, immigration and ending child trafficking. We are the leading source of accurate information on children's issues and an advocate and catalyst for change concerning the needs of all children.

Interested candidates should submit a letter of application, resume, and a list of three references via e-mail to Charanya Ravikumar at cravikumar@childrenatrisk.org. Please include the words "Development Coordinator" in the subject line. The application deadline is rolling with applications being reviewed upon receipt. We strongly seek candidates that believe in our mission and represent the diverse community and children that we serve. CHILDREN AT RISK receives a high volume of resumes and reviews every candidate closely. As such, candidates will only be contacted if they are selected for an interview.

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed.