

CHILDREN AT RISK (C@R) is seeking a **Development Coordinator** to serve as a critical member of a dynamic development team. The Development Coordinator will work closely with the Development 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.

- **This position is open to candidates residing in the Houston area.**
- **Candidates must exhibit strong communication practices and high attention to detail and a relationship builder.**
- **This is a hybrid position requiring office time, remote work, and travel across Harris County and the state.**
- **This position is full-time, with a salary range of \$50,000 - \$55,000 annually.**
- **This position will report to the Chief Growth Officer.**

General Responsibilities and Essential Functions:

- **Project Coordination:** Conduct scheduling and outreach for visits, support in planning and logistics; maintain files.
- **Foundation and grant support:** Support the management of foundation relationships, grant management, and grant writing.
- **Marketing and Communications support:** Support strategies around external outreach and communications.
- **Stewardship support:** Conduct research on current and potential individual donors; schedule and coordinate donor engagement and communication.
- **Administrative and Database Management:** Ensure all gifts are reconciled, events align with timelines, budget and quality, and support the management of the development databases.
- **All other tasks as assigned.**

Key responsibilities include:

- Support development team with any scheduling, outreach, visit coordination and appointments with potential major gift, donors and foundations
- Coordinate and assist with the planning and implementation of fundraising events
- Assist grant team with researching new Foundation, Corporate and Government grant opportunities, and with writing grant proposals.
- Support foundation relationships, reports, and communications with Foundation, Corporate and Government stakeholders
- Work with team 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
- Assist team with donor prospecting and annual fund development support

- Conduct research on current and potential individual and event donors, and third-party partnership opportunities
- 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 Chief Growth Officer and Chief Financial Officer on monthly revenue reconciliation

Qualifications:

- **Education and Experience:** Bachelor's degree in nonprofit management, communications, marketing, preferred; candidates with at least 2 years of development experience; grant writing experience preferred-but not required. A strong desire to learn about fundraising, special events, marketing, and grant writing.
- **Technical Skills:** Strong organizational and project management skills with attention to detail; comfortable with databases, running reports, marketing software, etc. Knowledge of DonorPerfect or other fundraising CRM platform is preferred.
- **Communication and Organizational Abilities:** Excellent interpersonal and written communication skills.
- **Collaborative and Adaptive:** Ability to work independently/as a self-starter, as well as a team member; team player with a flexible, adaptable approach; capable of managing changing timelines and priorities while maintaining high-quality work.
- **Ethics and Professionalism:** Upholds high ethical standards, demonstrates empathy, optimism, and sensitivity to donor needs, and exercises good judgment; passion for the organization's mission and community impact.
- **Travel and Diversity:** Open to travel; preference given to diverse candidates who reflect the communities and children served.

About CHILDREN AT RISK

CHILDREN AT RISK is an active research and advocacy group 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 to champion solutions that tackle poverty, education and health disparities, and child exploitation. 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. The position offers competitive compensation and benefits package.

How to Apply

Interested candidates should submit a cover letter, resume, writing sample and a list of three references via e-mail to **Libby Camp, lcamp@childrenatrisk.org**. Please include the words "Development Coordinator" in the subject line. The application deadline is rolling with applications being reviewed upon receipt.

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. 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.

Candidate Name: _____

Candidates Signature: _____

Date: _____