



Job Description for Development Coordinator

Division: Development
Reports to: Campaign Director

Department: Development
Supervises: N/A
Last Revised: November 30, 2015

After School Matters is a nonprofit organization that offers Chicago public high school teens high quality, out-of-school-time opportunities to explore and develop their talents, while gaining critical skills for work, college, and beyond. Our hands-on, project-based arts, science, sports, technology, and communications programs are delivered at Chicago public high schools, at community locations throughout the city, and downtown at Gallery 37 Center for the Arts.

Summary of Position:

Working with After School Matters' Development and Program offices respectively, the Development Coordinator is responsible for creating and executing projects and programs that support and enhance the objectives of ASM development efforts. The Development Coordinator is responsible for assisting in the recruitment and retention of donors. This is a great opportunity for a self-starter who is passionate about the mission of After School Matters and has the ability to excite others about our mission and Chicago's teens.

Major Duties and Responsibilities:

- Responsible for daily activities in support of ASM's Development programs;
- Assess and responds to internal and external inquiries about supporting ASM;
- Maintain relationships and support retention of donors through excellent relationship building skills and follow up;
- Design and maintain an annual organizational calendar of donor stewardship activities and strategies that advance annual donors. This includes events, tours, stewardship reports, etc;
- Ensure that donor stewardship and cultivation activity is accurately recorded in the Raiser's Edge database;
- Work with the Development team to determine a strategic plan that further engages and educates current donors and identifies prospects, creating a pipeline for major gift giving;
- Create staffing documents for CEO, CDO, and ASM leadership as needed for donor visits. Manage follow-up processes and record all information into the Raisers Edge database;
- Create and distribute a monthly donor stewardship activity report and calendar.

Other duties:

- Ensure that individual donors are recorded in the Raiser's Edge database in partnership with the Manager of Development Services;

- Identify prospective donors and others that should be on ASM mailing and/or solicitation lists with the Manager of Individual Giving;
- Support the overall strategic efforts of the development team;
- Other duties as requested.

Supervisory Responsibilities:

- Not applicable

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift up to 50 pounds occasionally.
- Must be able to sit for long periods of time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is occasionally exposed to weather conditions.
- The noise level in the work environment is usually moderate.

Knowledge, Skills and Abilities:

- Possess strong interpersonal skill, common sense, and a warm and outgoing personality. This is extremely important given the very diverse nature of the organization and the communication aspects of the position, both internal and external. Ability to think and act strategically. Must be able to take initiative and build and maintain a strong rapport and positive relationships with donors, prospective donors, and staff.
- Must be able to work in a fast-paced, high-energy environment, deal with emergent issues, and juggle multiple projects. Possess a high level of energy and be self-motivated.
- Possess outstanding communication skills, including listening skills. Be confident and have the ability to make presentations both verbal and written.
- Be able to maintain the confidentiality of privileged information.
- Exceptional organizational skills.
- Strong customer service orientation.
- Ability to engage donors from across the spectrum including individuals, corporations, colleges and universities, sports teams, religious and community organizations.
- Ability to interact with students, CBOs, instructors, and parents on occasion.
- Knowledge of and ability to utilize a variety of databases—specifically Raiser’s Edge.
- Ability to research, collect, and interpret data.
- Energetic team player who works well in collaborative situations.
- Respect for all levels of the organization and outside partners.

Qualifications:

- BS/BA degree or equivalent work experience required
- Two years management experience
- Demonstrated experience in after school programs or programs that serve youth
- Experience with Raiser's Edge or similar software preferred.
- Ability to work some evenings and weekends.
- Chicago residency required.

How to Apply:

Send a Cover Letter and Resume to careers@afterschoolmatters.org

EEO:

After School Matters is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.