

Development Coordinator Job Posting

Are you an organized and self-motivated individual looking to make an impact on the world through your career? Do others remark on how personable you are and your knack for making friends and forming relationships whether you're meeting with a donor or standing in line at the grocery store? If you're reading this, nodding, and saying, "That's me!" we'd love to talk with you!

Cooperative for Education (CoEd) is a nonprofit organization dedicated to breaking the cycle of poverty in Guatemala through education. CoEd accomplishes this mission by helping kids learn to read, graduate, and thrive throughout their lives. By providing sustainable education tools (like books and computers), teacher training, and scholarships, CoEd strives to address the root causes of poverty in Guatemala, rather than merely treating its symptoms.

CoEd's Cincinnati office is looking for a Development Coordinator to support the Grants team with maintaining foundation and corporate relationships, prospect research, tracking communications and grants cycles, and preparing proposal and report components. The Development Coordinator will also support the Major Gifts team to engage individual donors and steward donations.

This position will be responsible for:

Donor Relationships and Communications

- Supporting the Grants team and Major Gifts team with prospecting, stewardship and reporting, data entry, and other tasks as assigned.
- Stewarding gifts from foundations, individuals, and businesses to ensure that they are well-informed and engaged with CoEd's programs in Guatemala.
- Building connections with current and prospective funders to identify areas of interest and establish trust between the funder and CoEd's staff and programs.
- Staying *ahead* of schedule with proposals, reporting deadlines, and sponsorship calendars to promptly communicate with donors and funders and comply with grant requirements.
- Drafting or updating written communications and compiling photos, quotes, measurable results, and other assets, as needed.
- Assisting teams in scheduling and prepping foundation calls and donor meetings.

Research Initiatives and Records & Resource Management

- Maintaining accurate and up-to-date records for active, prospective, and lapsed funders across a variety of platforms.
- Supporting Grants and Major Gifts team in updating communication logs, donor information, and sponsorships details in Salesforce database.
- Monitoring the details and due dates on the grants calendar and working with a variety of teams to maintain efficient tracking systems.

- Scoring and qualifying potential funding opportunities through online database searches, researching leads, and networking and outreach.
- Managing cyclical projects and tasks to ensure that resources, such as photos and videos, internal and external statistics, case studies, etc. are available in line with the grants and sponsorship calendars.

Our IDEAL candidate will possess the following characteristics:

You're filled with gratitude.

You love showing others the appreciation they deserve and recognize that thoughtfulness is key when communicating with donors.

You value attention to detail.

You care about the little things and carry out your work with thought and integrity. You're even watching for typos, and this sentence made your eye twitch.

You're passionate about empowering students.

You recognize the importance of education, and long to make a difference by connecting promising students with supporters who can help them surmount the barriers to their success.

Skills/Experience Required:

- Associate's or Bachelor's Degree in a related field. Please include your area of study in your application.
- 2-3 years of work experience in fundraising, donor relationship management, or sales and customer service strongly preferred.
- Grant writing/research experience a plus.
- Proactive in project management and takes initiative on research and lead development.
- Excellent written and oral communication skills.
- Ability to interact and work effectively with donors, volunteers, and colleagues.
- Detail-oriented with strong organizational skills.
- High level of critical thinking and problem-solving skills.
- Database experience and/or tech savviness preferred. Experience with Salesforce a plus.
- Spanish reading/writing ability a plus.

Compensation: \$42,000 - \$45,000 annual salary

Benefits:

- Medical/Dental/Vision Insurance
- Employer HSA contribution (based on type of insurance selected)
- 401(k) plan
- Flex time
- 4 weeks Paid Time Off (PTO), 8 observed paid holidays and 2 paid floating holidays

This position is based in our Cincinnati, Ohio office starting in June 2024. This office currently operates with a hybrid in-person and remote schedule.

How to Apply: Please apply through our website at coeduc.org/careers with resume and cover letter. **No phone calls, please.**

Cooperative for Education is an Equal Opportunity Employer and does not unlawfully discriminate on-the-basis of any status or condition protected by applicable federal or state laws.