



## **Development Coordinator – Job Description**

The role of the YMI Development Coordinator is to help manage YMI's fundraising activities. This role will contribute to the organization's fundraising events and assist the Executive Director in other development functions to support the mission of YMI.

### **Essential Functions**

1. Plan, organize, and deliver fundraising events to support the mission of YMI.
  - a. Plan, coordinate and serve as point person for YMI fundraising events
  - b. Organize and solicit donations and silent auction items
  - c. Plan and organize logistics for non-fundraising events
  - d. Provide logistics for scheduling, reservations, vendors, and refreshments
2. Contribute to YMI's fundraising efforts.
  - a. Manage all aspects of the organization's annual fund
  - b. Record all gifts in donor software
  - c. Ensure timely acknowledgment letters are issued
  - d. Stay up to date with CRM (currently Bloomerang) features and updates to ensure maximized usage
  - e. Conduct prospect research to identify potential donors supportive of the YMI mission
3. Engage in opportunities for professional development and program sustainability.
  - a. Attend weekly YMI staff meetings and other meetings as needed.
  - b. Participate in YMI and Community Events for awareness, fundraising and collaboration
  - c. Support mentor recruiting efforts and program awareness.

### **Qualifications**

- Bachelor's degree or comparable work experience in development, communications, and/or event planning
- Demonstrated experience in event planning, preferably in the nonprofit sector
- Organized, efficient and innovative in time management
- Ability to learn and master new technologies; teach and coach others to use
- Contribute to existing team culture of growth mindset, empathy, compassion and servant leadership
- Ability to maintain background clearance processes required by school policy and preserve confidential and sensitive information
- Experience in Bloomerang preferred but not required

### **Work Environment**

This is a part-time role (approximately 20-25 hours per week) which will require flexibility in schedule to accommodate busy seasons and occasional night and weekend events. General working hours are flexible between Monday - Friday, 8:00am- 4:00pm when school is in session. YMI observes all HSE school breaks and holidays during the school year and will support a modified and reduced work schedule during summer break. Specific dates to be determined by Executive Director each year.



*Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not to be an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor. Continued employment remains on an "at-will" basis.*