



## **Junior Achievement of South Florida – Development Coordinator (Part-Time)**

### **Position Description:**

This role is a key member of the Development team responsible for supporting the activities and goals of the team. Tasks will include assisting with fundraising events, administrative activities, donor data, gift processing, donor communications, stewardship initiatives, etc. The Development Coordinator reports directly to the Executive Assistant to the CEO (who also leads the Development Dept.) and will work closely with the Finance Manager, Events Director and Development Directors.

### **Primary Duties and Responsibilities:**

- Assist with donor gift processing and acknowledgement, ensuring accurate tracking of donor information in the donor database, including processing and entering pledges into the donor database, creating and managing reports
- Process online donations and payments of all kinds such as event tickets, incoming checks via mail, etc.
- Prepare reports and produce annual donor tax documentation
- Assist donors and prospects with information regarding making a donation
- Assist with preparing mailings and relevant donor/prospect correspondence such as pledge reminders, annual giving campaigns, etc.
- Assist with preparation of donor information or reports that development team members may require for meetings with donors, partners, community leaders, government officials, board members, etc.
- Maintain data hygiene through table cleanup, merging duplicate records, etc. Manages corrective action on data problems.
- Assist with potential donor research in online research tool, when needed.
- Create queries and reports from BCRM (donor database) including, but not limited to: direct mail lists, event mailing lists, financial reports, weekly internal fund audit reports.
- Maintain inventory of donor materials.
- Assist with fundraising events including preparing and distributing invitations (printed and electronic) and tracking RSVP's; communicating with vendors; organizing event supplies/logistics; reconciling budget and actual reports; and implementing post-event follow-up and communications.
- Assist with donor recognition events/initiatives.
- Work with Special Events team on facility rentals, including set-up, on site event support and managing breakdown.
- Assist in all areas of planning and facilitating development meetings and events.
- Assist and/or take the lead on other initiatives as they arise.

**Knowledge, Skills, and Abilities:**

- Excellent skills in communication, writing and tracking
- Highly organized
- Strong interpersonal skills
- Ability to handle several projects simultaneously in a dynamic, deadline-driven, team-oriented environment
- Interpersonal savvy to deal with high level donors, other external contacts
- Results/action and solutions-oriented
- Unquestionable personal code of ethics, integrity, diversity and trust
- Self-starter; ability to anticipate next steps; proactively take actions necessary to produce results
- Ability to multi-task; ability to take responsibility for a diverse number of projects and to complete them in a timely manner with limited supervision
- Research and analysis skills
- Resourceful; creative problem solver
- Ability to help create the desired organizational culture
- Discretion to handle confidential information

**Experience and Qualifications:**

- High proficiency required in Microsoft Office Suite (Word, Excel, Outlook required; Teams, SharePoint and other applications a plus.)
- BCRM or other donor data base preferred.
- Minimum of 3 years direct administrative experience, non-profit field preferred.
- Bachelor's degree preferred

**Compensation and Schedule:**

- This is a part-time position, approximately 15-20 hours each week. Additional time may be needed to complete projects, and evening hours are sometimes required.
- Exact schedule may vary and may be discussed during interview process, however hours are between 8:30am – 5pm, Monday – Friday.
- Hourly rate: \$16.00/hour. No additional benefits, such as paid time off or medical insurance are included.
- JA's employees are currently working remotely due to the covid-19 pandemic, however typically this position works out of the administrative office at JA World in Coconut Creek.

**To apply, please send your cover letter and resume to [Monica@JASouthFlorida.org](mailto:Monica@JASouthFlorida.org) with the subject line of Development Coordinator.**

**About Junior Achievement of South Florida:** Junior Achievement of South Florida (JA) inspires and prepares youth to succeed in a global economy. JA provides real-world training in financial literacy including budgeting, spending, investing and the use of credit; offers cutting-edge skill-building opportunities that enable young people to explore meaningful, productive careers; teaches students how to start businesses; and introduces entrepreneurial values that strengthen workplaces. Last year, with the help of over 7,000 trained corporate and community volunteers, JA delivered twenty-plus various programs to almost 50,000 students in classrooms throughout Broward and south Palm Beach Counties. For more information about Junior Achievement of South Florida, visit [www.jasouthflorida.org](http://www.jasouthflorida.org).

## **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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