

Job Title: *Development Coordinator*

Position Description: *Smith Center for Healing and the Arts is currently searching for an exceptional, full-time, Development Coordinator who will help facilitate the success of the organization's development related activities.*

Reports To: *Development Manager*

Primary Objectives:

- *To partner with the Development Manager and in coordination with the Executive Director and Leadership Team to successfully meet our organization's immediate and long-term development goals, with a primary focus of sustainability.*

Key Responsibilities:

- *Assist in the grant process including funder research, tracking of application and reporting deadlines, maintaining the grants calendar, and acknowledging grantors.*
- *Work with the Development Manager to create and design all fundraising appeals, collateral materials and donor communications (including all print and digital channels).*
- *Oversee the research and tracking of donor prospects, assignments and updates*
- *Maintain donor files, including maintaining all fundraising related data and donations in the database, generating and sending timely donor acknowledgments and thank you letters*
- *Assist in the planning, logistics and implementation of fundraising related events including solicitation of sponsorships and auction items*
- *Other duties as assigned by the Development Manager or Executive Director*

Qualifications:

- *Minimum of 2+ years of development and fundraising experience, preferably in the nonprofit sector*
- *Proven ability to manage multiple, competing priorities and projects with tight deadlines*
- *Exceptional written, spoken and virtual communication skills*
- *Experience working with database and donor management software (we use Bloomerang) and proficiency with several design programs (Canva experience a plus)*
- *Technical skills: Microsoft Office programs- Advanced, Macintosh proficiency- Intermediate*
- *Experience with successful event planning and event execution a plus*
- *Excellent analytical and problem-solving skills*
- *Self-motivated, energetic, dependable with a positive outlook and consistent ability to work independently as well as collaboratively in a team environment*
- *Bachelor's degree in English, Public Affairs, Nonprofit Administration, Communications, Marketing, Arts Administration, or similar fields- though degrees in other areas are welcome*
- *Fully embraces Smith Center's mission and values.*

Supervisory Responsibilities:

- *Possible Intern(s) and/or Volunteer(s)*

Job Details:

- *Full-Time Position - 40 hours per week*

- *Annual Salary - \$45,000-\$50,000*
- *Competitive Benefits including health, dental, vision, life, and vacation, sick/personal and holiday time*

To Apply:

Please send your resume with cover letter explaining why you want to work at Smith Center as well as why specifically we should consider your application for the Development Coordinator position (maximum 2 pages). Send all materials to Development Manager, Selvana Awad at:

DevelopmentManager@smithcenter.org

We strongly encourage you to visit our website and learn more about Smith Center and services we provide before applying for this position.

Phone inquiries will not be returned.