



DEVELOPMENT COORDINATOR

DATE:	January 2024	FLSA:	NON-EXEMPT (HYBRID)
REPORTS TO:	Executive Director	HOURS:	Part Time: 25 – 30 Hours Per Week
DEPARTMENT:	ADMINISTRATION	WAGE RANGE:	\$30 - \$35 Per Hour

JOB SUMMARY

The Development Coordinator supports all aspects of Resource Development for FirstSpark (formerly Smart Beginnings Virginia Peninsula). The Development Coordinator will be responsible for supporting campaign execution and key administrative functions, including but not limited to 1) Annual Giving Campaign Support; 2) Individual Donor Cultivation, Prospecting and Data Collection; 3) Corporate Donor Cultivation, Prospecting and Data Collection; 3) Foundation Prospecting; 4) Managing key reporting deadlines; and 5) Maintaining Fundraising Database. The Development Coordinator will report to the Executive Director, who is responsible for executing the organization’s Development Plan. This position will also work closely with the Deputy Director and the Board of Directors Development Committee.

ABOUT FIRSTSPARK

FirstSpark is a nonprofit organization that shapes the future of child care and development. Beyond the training and support programs we provide, we are a true “systems builder” – bringing together policymakers, community leaders, caregivers, parents, and educators. We serve 16 counties and cities on the Greater Peninsula and Northern Neck. FirstSpark is the lead agency for Ready Region Chesapeake Bay Region, the Commonwealth new regional approach to early childhood systems coordination and we serve as an expert in early childhood, a navigator for parents and educators of children birth to age 5, a convener bringing community leaders together to champion and shape the future of high-quality child care and access. Learn more at <https://www.firstsparkva.org/>

ESSENTIAL RESPONSIBILITIES

FirstSpark seeks a highly motivated development professional to lead the execution of a successful and comprehensive development campaign. The Development Coordinator must have critical relationship-building skills, experience in strategic giving and strong organizational skills. The Coordinator will oversee day-to-day campaign and fundraising needs and focus on patrons (past, current and future) who will make this work possible. This includes support from:

- Private donors
- Major gifts
- Local and national foundations who understand the importance of a systems-level coordinating body to provide the backbone support for coalition partners
- Local and regional businesses who are interested in investing in early childhood
- Businesses and individuals to provide pro bono support
- Special Event Campaigns as needed, such as 757 Give Local

This position will support strategies for acquisition of new donors and a long-term cultivation plan for its existing donors. Engagement of stakeholders is critical to the growth and development of each donor relationship –

DEVELOPMENT COORDINATOR (continued)

whether it is an individual, foundation or business partner. To be successful, there must be an individualized plan for each relationship. Specific job responsibilities of this position include:

- Overseeing the coordination and execution of the annual giving campaign, working closely with the Deputy Director and the Board's Development Committee
- Maintaining a comprehensive prospect list of individuals, corporations, donors, and foundations
- Prospecting for individual, corporate and foundation donors
- Lead the development of donor proposals
- Writing and coordinating foundation proposals and tracking grant deliverables
- Development of Thank You Scripts for donor thank you calls
- Managing a variety of mailings and extraction of data from the development database for mailings
- Support grant/foundation prospecting and manage organization's grants management database
- Organizing Board engagement activities
- Providing administrative support for the Board Development Committee which is led by the Deputy Director, and work closely with board and staff leadership to ensure they have the information needed to cultivate and solicit donors
- Coordinating Development Committee meetings to include scheduling, attending, and capturing and distributing minutes and action items
- Overseeing the Thank You/Acknowledgement Process for donors
- Managing FirstSpark's development database
- Running donor reports
- Coordinating and making thank you calls as part of FirstSpark's donor retention strategy

OTHER DUTIES

Other related job duties, responsibilities and activities may be needed to help drive our vision, fulfill our mission, and abide by our organization's values.

REPORTS TO: Executive Director

TRAVEL: Local travel required (and reimbursed at current IRS rate) for donor cultivation activities. Valid driver's license, car insurance and reliable transportation

QUALIFICATIONS AND COMPETENCIES

- Minimum of three years' experience, directly or combined, in a fundraising position
- Experience in development plan implementation, with proven success meeting annual fundraising goals
- Personal qualities of integrity, credibility, and dedication to the mission of FirstSpark
- Successful track record in donor cultivation, prospecting and management while cultivating strong relationship with donors
- Corporate donor development experience preferred
- Foundation cultivation, prospecting and management experience
- Success in providing support to fundraising activities to achieve annual campaign giving goals
- Experience in maintaining nonprofit development databases
- Fully proficient in Microsoft 365 and adept at deploying office equipment and other software
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of donors
- Exceptional communication skills with the ability to create compelling, concise written communications
- Ability to preserve confidentiality of information and exercise discretion

DEVELOPMENT COORDINATOR (continued)

ESTIMATED ON-THE-JOB TRAINING TIME: 3 months. A work plan will be developed for the initial six-month onboarding period, and then annually.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment. Work schedule is flexible with an approved teleworking agreement.

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

EEO STATEMENT: FirstSpark provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

TO APPLY: Send resume and cover letter to jobs@firstsparkva.org

ACKNOWLEDGEMENT: Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

_____	_____	_____	_____
Supervisor	Date	Employee	Date