
JOB DESCRIPTION

Title: Coordinator, Development

Reports to: Director of Advancement

Department: Development & Events

I. OVERVIEW

Spence-Chapin has an exciting opportunity to join our Development Team as a Development Coordinator. We are seeking a strategic, creative, outgoing, passionate, data-driven individual to cultivate, steward, and engage current and new donors and provide critical support to the Development Team. The Coordinator is responsible for stewarding donors and securing gifts, managing a portfolio of 50+ donors, tracking donor interactions and running reports through CRM, and creating innovative pathways for donor engagement. This is a full-time, hybrid (will work in the office 3-4 days/week) position with an annual salary range is \$60,000-\$68,000 commensurate with experience.

Spence-Chapin is a non-profit based in New York City providing adoption services and support for over 110 years. At Spence-Chapin, we believe that every child deserves a family, and we work tirelessly to advocate for children in need of a permanent, loving home. Over our history, Spence-Chapin has served more than 25,000 children, women, and families through our main program areas: Comprehensive Domestic and International Adoption Programs; Expectant and Birth Parent Services; Well-being Services; and International Humanitarian Aid through programs like our Granny Program to support children living in orphanages overseas.

Our work is made possible by the dedicated individuals on our staff. At Spence-Chapin we find joy in celebrating each other, our co-workers, and our clients. Everyone is treated with respect and dignity to strengthen the vibrancy of our community. We celebrate a culture of excellence, inclusivity, compassion, flexibility, and support. Spence-Chapin offers a competitive benefits package that includes full health benefits, generous PTO and holiday schedule, HRA & FSA plans, life insurance, retirement plan with employer contribution, paid maternity/paternity/adoption leave, commuter benefits, and more. Being part of the Spence-Chapin team is being part of a legacy, which for more than 110 years has provided critical services to children, women, and families around the world.

II. KEY PERFORMANCE INDICATORS & SKILLS

- Work with the Director of Advancement to build a moves management and portfolio strategy for the Development Team
- Manage a portfolio of mid-level donors with appropriate cultivation, stewardship and solicitation strategies, including personalized communications, phone calls, in-person meetings and networking at fundraising and cultivation events
- Work with Development and Marketing Teams to develop and update marketing materials for cultivation and stewardship purposes

- Assist in writing funds proposals and reports and creating pitch decks for special campaigns, partnerships, and donors, as needed
- Track donor interactions in Raiser's Edge, pull reports, and conduct data analysis of team-wide campaigns to improve strategies
- Develop a keen understanding of the work of Spence-Chapin, our program areas and services, and relevant and current issues related to adoption and the adoption community
- Stay up to date on fundraising and donor cultivation best practices and strategies and propose updates and changes to the Department Director
- Support the Development Team on other events, projects, tasks, and campaigns, as needed

III. EDUCATION & EXPERIENCE

- Bachelor's Degree preferred, with 1-2 years' experience in donor relations or a development-related area, such as institutional giving, general fundraiser, etc.
- Administrative or Customer Service experience preferred
- Experience in and/or knowledge of adoption and adoption-related issues a plus

IV. TECHNICAL SKILLS

- MS Office - Proficiency in Word, Excel, PowerPoint and Outlook
- Experience with CRM database systems such as Raiser's Edge encouraged

V. KEY COMPETENCIES

- Excellent and compelling verbal and written communication skills
- Excellent project management skills and ability to plan, prioritize and organize a diversified workload
- Comfortable in an external facing role, with experience in public speaking
- A self-starter with a go-getter attitude
- Ability to receive, prioritize, and follow-up with requests from various stakeholders
- Highly organized with ability to prioritize multiple and simultaneous projects and tasks and set and meet deadlines
- Creative and innovative
- High attention to detail
- Keen analytical skills
- Experienced with planning and executing fundraising appeals and events preferred
- Eagerness to learn about adoption and the adoption community
- Passion for Spence-Chapin's mission and eagerness to become well-versed in our work

To apply: Please submit a resume and cover letter that highlights the ways in which your experience is relevant and will contribute to this position to: recruiting@spence-chapin.org. Please put the job title and your name in the subject line of the email.

This description is not intended to detail every aspect of your job/duties or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.