



Families
Empowered

FAMILIES EMPOWERED SEEKS DEVELOPMENT COORDINATOR

ORGANIZATION OVERVIEW

Families Empowered is a nonprofit organization founded to support the growing number of families in Texas searching for a great PreK – 12 school for their child. Our vision is that one day, all families will have the ability to choose a high-quality school so that all students achieve their full potential. Our mission is to empower families to engage in a marketplace of schools. We are an impact-driven organization focused on the concept that student outcomes will improve when families choose the school that is right for them and when they serve as their child's advocate.

For more information, please visit www.familiesempowered.org.

ROLE OVERVIEW

Reporting to the Strategic Gifts Manager, the Development Coordinator plays an important support role implementing and tracking progress towards fundraising goals and plans. The Development Coordinator will provide research support for funding sources and prospective donors, coordinate and execute direct mail appeals, assist with the planning and execution of special events, coordinate logistics for and participate in all fundraising activities, process donor acknowledgement letters, track all fundraising efforts in our database (Salesforce), ensure that records are up to date, and reconcile all donations with accountants. This is a full time, non-exempt position.

RESPONSIBILITIES

- Work closely with the Strategic Gifts Manager to execute and evaluate fundraising plan and strategy to raise \$1-2 million annually.
- Research potential grant funders and individual donors and provide regular, detailed updates to the Strategic Gifts Manager.
- Work with Strategic Gifts Manager and CEO to coordinate communications with prospective and current donors, keeping them updated on the organization's work.
- Write content for newsletter, campaigns, communications to promote our services and results to supporters, friends, and community leaders in partnership with the Strategic Gifts Manager and the Communications team.
- Write drafts of grant applications and work with Strategic Gifts Manager and CEO to submit final applications.
- Coordinate the logistics, provide administrative support for, and attend all fundraising events.





Families

Empowered

- Develop agenda and materials for fundraising and special events committee meetings, attend meetings and manage follow-up activities with volunteers.
- Lead the recruitment and training and management of volunteers, with the aim of increasing volunteer involvement.
- Ensure that all fundraising data and donor information is securely and correctly managed in database (Salesforce) and in shared drive (Dropbox). Prepare and send donor acknowledgement letters and reports.
- Participate in staff meetings and conferences, including for professional development.
- Manage Chief Executive Officer's calendar and assist in scheduling meetings with funders and other fundraising-related events.
- Track donation pledges and contributions, and regularly reconcile donations with accountant.

QUALIFICATIONS

- Demonstrable experience in nonprofit fundraising, (experience in the education sector is preferred), including fundraising records and program management, or extensive experience in sales and sales pipeline management.
- Exceptional level of motivation, self-starter, customer service, time management and project management skills. Results-oriented with a track record of successfully reaching ambitious goals.
- Exceptional presentation, communication, writing, and organizational skills.
- Ability to establish strong, collaborative relationships and work effectively with multiple constituencies, audiences and teams.
- Above-average understanding and familiarity with Microsoft Office, Google Suite, Cloud-based programs and servers, Salesforce (or other CRMs and/or fundraising databases), and MailChimp (or other email marketing system). Experience with Click & Pledge (or another fundraising platform) is preferred.
- Knowledge of the Houston, San Antonio, and/or Austin philanthropic communities is a plus.

Travel: Requires up to 10% travel within the Houston, San Antonio, and Austin metro areas.

Work Conditions: Work is performed in a supportive, casual office setting (in Houston), with some participation in outdoor activities required. May travel to participate in meetings and conferences primarily in the Houston, Austin and San Antonio metro areas. Some weekend activities required (3-6 per year).





Families
Empowered

Compensation: Competitive salary commensurate with experience.

Benefits

- Organization pays 60% of health insurance premium for employee
- Organization pays 100% of Short-Term Disability premium
- Voluntary Benefits: Dental, vision, life insurance, and long-term disability and health insurance for spouse and dependents.

Essential Physical Requirements

Depending on work assignment, may require ordinary ambulatory skills sufficient to visit other locations; or the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of up to 20 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read technical information. May include sitting for long periods of time and driving a vehicle.

To Apply

Email a resume and a cover letter by August 30, 2020 to Ann Starr at astarr@familieempowered.org. No phone calls, please. For more information about Families Empowered, visit www.familieempowered.org.

