



Job Description Development Coordinator

Department: Development

Reports to: Chief Development Officer

Status: Full-Time, Exempt

JPA is All in for Kids! Founded in 1901 by Jane Addams, JPA's programs and services have evolved throughout the last 120 years while always staying true to the mission of improving the social-emotional well-being and functioning of vulnerable children so they can reach their fullest potential at home, in school and in our community. Today, we impact over 2,000 children from under-resourced neighborhoods throughout Chicago by providing school-based programs resulting in more than 60% of these kids feeling and functioning better within their first year of treatment. In addition, we focus on building relationships with their teachers and caregivers to better support their students and children in times of stress and trauma.

Summary of Position

A key member of the Development Team, the Development Coordinator will offer critical support to achieve the fundraising goals of the organization through volunteer coordination, donor cultivation and stewardship, research, and prospect outreach.

The primary function of this role will be to re-establish JPA's volunteer engagement program, WeROCK (We Reach Out to Chicago's Kids). WeROCK brings corporate volunteers into JPA's partner schools to work with the thousands of students JPA impacts through our mental health programs. Each team of corporate volunteers works with JPA to develop an educational project kids and adults can do together. Past projects have focused on themes such as architecture, entrepreneurship, and financial management. These fun and interactive activities are not only educational, but they let kids know that they matter and that there are caring adults outside of their own communities who want to help them succeed.

Responsibilities

- In conjunction with the Chief Development Officer, and Associate Director of Clinical Practices, develop, manage, execute and grow JPA's volunteer program, WeROCK.
- Focus on identifying, soliciting, cultivating, and stewarding current and prospective corporate donors and volunteers.
- In conjunction with the Chief Development Officer, develops and implements a strategic donor stewardship plan that appropriately acknowledges and stewards all gifts and recognizes and engages donors with a strong emphasis on major gifts.
- Provide administrative support for JPA's Board of Directors – maintaining up-to-date Board contact information, sending meeting invitations and related documents, etc.

- Manages JPA's Junior Board – a group of high school students who work to advance JPA's mission through fundraising and events.
- Maintain DonorPerfect database, ensuring accurate, efficient data entry, including adding/updating constituent records, gift entry, entering constituent notes & actions, etc.
- Pull donor reports and work with the Chief Development Officer to create ways to engage specific groups of donors or lapsed donors
- Ensure donor acknowledgement letters are drafted and distributed in a timely fashion
- Assist with/attend selected fundraising events as needed (some nights and weekends).
- Other duties as assigned

Knowledge, Skills and Abilities

- Strong interpersonal skills with the ability to build relationships with a wide range of external and internal constituents
- Clear and effective written and verbal communication skills
- Outstanding organizational skills with a strong attention to detail and ability to handle multiple projects with competing deadlines in a fast-paced environment
- Advanced computer skills; database and/or CRM experience a plus
- Ability to work well independently with minimal supervision and as part of a team; work well with diverse styles and personalities

Qualifications

- Bachelor's degree required
- 3-5+ years of experience as part of a non-profit development team
- Prior event or program management experience preferred
- A proven track record of success in soliciting and securing gifts and sponsorships from individual and corporate constituents
- Proficient in Microsoft Office and CRM systems
- Must have reliable transportation to schools throughout Chicago to attend WeROCK events

JPA is committed to offering a competitive salary that is commensurate with experience and includes health benefits, generous PTO and retirement plan.

JPA is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.