

Position: Development Coordinator

Location: Irving, TX

Mission:

The Jensen Project’s mission is to fuel strategic partnerships in the fight against sexual violence.

Position Summary:

The Development Coordinator supports the Development Team with cultivation, solicitation, and stewardship of major and/or institutional donors. The Coordinator shares fundraisers’ goals of continually enhancing the donor experience and growing philanthropy revenue for the mission. The Coordinator’s primary roles in accomplishing these goals are: (1) equipping frontline fundraisers with the resources needed to provide a quality, personalized giving experience to donors, and (2) providing back-office support that enables frontline fundraisers to concentrate their time on donor-facing activities.

The Coordinator is a subject-matter expert on the composition the three fundraisers’ personal portfolios, which each contains up to 160 individuals, foundations, and/or companies. About 80% of the Coordinator’s time is spent contributing to donor relationship management by participating in planning, strategy development, capturing ideas and notes in SalesForce, reminding fundraisers of upcoming outreach needed, securing resources, and assisting fundraisers with outreach and donor engagement.

About 20% of the Coordinator’s time is spent managing a small portfolio of their own, comprised of: (1) 10-20 donors with the capacity to grow to the \$10,000+ per year level and (2) a group of middle giving donors that require targeted stewardship.

Responsibilities:

This position will be responsible for, but not limited to, the following:

Development Officer Support (80%)

Support up to three Development Officers in developing and executing personalized relationship management plans for portfolios of up to 160 individuals, foundations, and/or companies with the capacity to give \$10,000+ per year.

- Participate in donor strategy meetings, contributing ideas and capturing agreed-upon next steps in Raiser’s Edge
- Support Philanthropy Officers in executing donor strategies, including through providing reminders and securing key resources—such as prospect research, proposals, stewardship materials, leadership/researchers/volunteer engagement, etc.
- Serve as a subject-matter expert on available resources, custom donor engagement opportunities, and systems/processes/timelines required to access them
- Proactively support donor meetings by requesting/refreshing prospect research, drafting briefings, sourcing materials, and coordinating follow-up
- Participate in donor meetings, tours, and engagement events, as needed

- Assist with scheduling donor meetings and internal prep/follow-up meetings, as needed
- Draft and/or review donor correspondence, as needed
- Customize proposals, reports, and other materials for donors, maintaining strict compliance with brand and messaging standards
- Support Development Officers with annual portfolio planning
- Assist Development Officers with maintaining the quality, complete, and up-to-date Salesforce records for their portfolio donors
- Update Salesforce with prospect research, donor information, and activity details, as needed
- Plan and manage development related events

Personal Portfolio (20%)

- Serve as the primary relationship manager to 10-20 donors with the capacity to grow to \$10,000+ giving per year, developing and executing a personalized engagement plan for each and achieving a revenue target of \$50,000 or more each year
- Oversee cultivation, solicitation, and stewardship of a group of middle donors by developing highly efficient, streamlined processes that ensure a quality donor experience—and high retention rates—with minimal time investment
- Continually build fluency and confidence in communicating the case for support and opportunities for making an impact through philanthropy

Other duties as assigned.

Job Qualifications:

- Bachelors degree, or equivalent work experience
- Experience with philanthropy and/or institutional giving preferred
- Excellent written, verbal, and interpersonal communication skills
- Must be organized, detail oriented, dependable, flexible and able to work in a fast-paced, professional work environment
- A polished self-starter able to adapt to new concepts and exhibit resourcefulness/initiative in problem-solving
- Calm and focused; able to work under pressure and be able to interface graciously with staff and clients
- Flexible; must be ready to help others – including others in the office and be able to stay after normal work hours if needed
- Must have ability to lift up to 25lbs
- Desire to be proactive and create a positive experience for others
- Must have and maintain a valid driver’s license, passport and access to reliable transportation
- Ability to maintain a positive and “can do” attitude and a willingness to learn

Technical Skills:

- Advanced Microsoft Word, Excel and Outlook skills
- Salesforce or similar CRM tool
- Zoom, GoToMeeting, Microsoft Teams
- Proficient with Apple Technology (Mac, iPad, iPhone)
- Powerpoint, Keynote, etc.

Benefits and Perks:

- Competitive Pay
- Career Path and Growth Opportunities Available
- Medical, Vision and Dental Benefits Available
- 401k Offered

Diversity, Equity and Inclusion:

The Jensen Project recognizes the communities and people we serve are disproportionately impacted by racism and other social injustices. We are committed to creating an environment that is equitable, transparent, and inclusive. We value self-reflection, growth and collaboration from staff, survivors we serve and partner organizations. We value deep listening, understanding and active participation to keep the conversation going and to dismantle barriers to social and racial justice.