

Fair Count

Job Opening: Development Coordinator

The Development Coordinator serves as the lead prospector and coordinator of donor relations for Fair Count, a 501c(3) organization. She/he/they will be a dynamic and creative front-line development professional responsible for identifying potential new partnerships, and developing and nurturing donor relationships. Familiar with foundations, individual gifts, and small-dollar donors, she/he/they can navigate the c(3) development space with professionalism and creativity.

The Development Coordinator will develop a short- and long-term fundraising plan in collaboration with the CEO while keeping a real-time knowledge and ledger of development goals and progress to said goals. The Development Coordinator should love working with people and enjoy being responsive, punctual, and dedicated to their needs and questions. Additionally, he/she/they should have a passion for civic engagement, a deep commitment to racial equity, and an ease for teamwork in an interactive and dynamic environment.

In addition to possessing excellent organizational and writing skills, the Development Coordinator must be able to respond to immediate needs while simultaneously planning for the future. An expert in time management, the Development Coordinator will liaise with other departments and Fair Count leadership to develop and execute plans, reports, and updates for partners and supporters in a regular and timely fashion. She/he/they will ensure that all Fair Count leaders and surrogates are well-prepared for donor meetings and functions with the appropriate research, briefings, and asks, and will oversee the writing, production, and distribution of the Annual Report.

The Development Coordinator should have an insatiable desire for accuracy in numbers, an understanding of the intricacies of restricted funds vs. unrestricted funds vs. general operating funds, and a deep appreciation for the nuances of tracking multi-year grants.

The Development Coordinator will work closely with, and under the direction of, the CEO. This position will work in a departmental team along with the Finance and Operations Manager and the Grants Manager. A desire to work closely with the team, assist in projects when needed, and collaborate to create a stronger work product is expected.

Finally, the Development Coordinator will bring to the table a nimble attitude and an entrepreneurial spirit, as Fair Count is fast-acting organization tethered to a rapidly changing time and place, and expectations and definitions of success will be fluid as the organization grows and navigates new challenges.

Job Description:

- Ensures overall record integrity, including accurately maintaining donor lists, contacts, giving history, and donor cultivation activity;
- Builds, maintains, and nurtures donor relationships;
- Maintains real-time progress-to-goal numbers;
- Provides gift invoices, receipts, and tax documentation as necessary;
- Prepares CEO, Vice President, Board Members, and others as needed for presentations, pitches, and other events with donors with clear, comprehensive briefings;

- Develops and keeps an up-to-date prospectus and various one-pagers for development and fundraising purposes;
- Creates a quarterly plan for donor outreach and upkeep;
- Develops a long-term fundraising plan;
- Seeks out traditional and non-traditional funding opportunities;
- Assists with grant applications and/or reports as needed;
- Assist with the annual audit and Form 990 as needed;
- Collaborates with contract fundraisers to develop new gift opportunities;
- Liaises with the Communications Department to prepare and execute the Annual Report;
- Works closely with Grants and Finance team members to ensure a seamless path forward; and
- Performs other duties or special projects as needed.

Desired Skills & Qualifications:

- A minimum of 3 years' experience working with national donors, foundations, nonprofits, and large granting entities;
- Excellent written and verbal communication skills – a demonstrated history of successful grant writing a plus;
- Experience and comfort working with large gifts on multimillion-dollar campaigns;
- Experience with online and direct mail fundraising, call-time management, and conceptualizing and executing fundraising events;
- A record of, and a commitment to, innovative approaches in addition to traditional fundraising tactics and strategies;
- An understanding of nonprofit fundraising laws and procedures;
- Experience creating fundraising plans;
- Strong time management skills with the ability to manage multiple projects and competing priorities simultaneously under strict deadlines;
- Detail-oriented with exceptional record-keeping and organizational skills;
- Responsive and positive team player who enjoys versatility and constant new challenges;
- Exceptional patience and people skills;
- An unwavering commitment to accuracy and results;
- Effective computer skills, including Microsoft Office suite;
- Familiarity with database management, QuickBooks, and software such as EveryAction;
- A real team player who will help out equally with both menial and high-level tasks; and
- A strong commitment to racial equity and Fair Count's values.

Logistics:

Due to COVID-19, Fair Count's 25+ employees are all teleworking, but the majority of the team is based in Georgia. Due to the nature of this role and the expectation of returning to office work in some capacity in the future, Fair Count is only considering Georgia-based candidates at this time. Currently, we don't expect to require in-person work until early 2022; however, we will be welcoming staff back who want to be in-person as early as August 2021.

- Fair Count works on EST/EDT – and requires participation in a daily morning meeting;
- All staff members participate in several meetings throughout the day by Zoom and Google Hangouts;
- Collaborative communication is encouraged through Signal, email, and regular phone calls to

team members as needed.

Generally, office hours are 9:00 – 5:00 Monday through Friday. However, at times evening and weekend hours will be needed to staff events, meet deadlines, and respond to extenuating circumstances. Such extensions of hours are particularly true during heavy GOTC and GOTV endeavors.

Additionally, Fair Count is a 100% vaccinated workplace, as allowed for by the U.S. Equal Employment Opportunity Commission. Proof of vaccination will be required upon acceptance of a job offer.

Salary & Benefits:

Fair Count offers a competitive salary and benefit package. The salary range for this position is \$68k - \$84k dependent on experience.

Application and Interview Procedure:

To apply, email a cover letter, your resume, a writing sample, and a list of references to Rebecca DeHart at Rebecca@FairCount.org. Please do not contact by phone.

The Job Posting will be open through July 31. You will not be contacted prior to that date.

To deliver on our mission, Fair Count hires and supports a diverse team of the best and brightest, most mission-driven people available. We value diversity. We welcome applications from candidates from all backgrounds and walks of life, and work hard to create an environment where everyone on our team feels included, involved in key decisions that affect them, and encouraged to bring their full selves to work.