



Development Coordinator

Part-Time (20 - 30 hours per week)

Position Description

The Development Coordinator will be responsible for supporting and expanding 31:8 Project's fundraising and donor engagement initiatives. This role involves coordinating events, building relationships with corporate and business partners, and managing donor relations. The ideal candidate is detail-oriented, a strong communicator, and passionate about supporting efforts to prevent human trafficking. Reports to the Executive Director. Competitive compensation.

Minimum Qualifications

- Bachelor's degree in Communication, Nonprofit Management, or a related field.
- Minimum five years experience in development, event coordination, fundraising, or related areas, preferably in a nonprofit setting.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Excellent written and verbal communication skills.
- Proficiency in donor database management and fundraising software.
- Strong relationship-building skills and ability to work collaboratively with a variety of stakeholders.
- Passion for human rights, social justice, and commitment to preventing human trafficking and exploitation.
- Experience with software and technology to include but not limited to Microsoft 365, Microsoft SharePoint, Google Workspace, databases, and online portals.
- Willingness to travel independently, in-state (including rural areas) and nationally on a periodic basis.
- Ability to work independently and as a team in a nonjudgmental environment.
- Availability to work flexible hours including days, nights, and weekends as needed.

Primary Responsibilities

- Event Planning and Coordination
 - Plan, organize, and execute fundraising events (in-person and virtual) such as galas, auctions, donor appreciation events, and community outreach activities.
 - Collaborate with vendors, sponsors, and volunteers to ensure smooth event operations.
 - Track event budgets, sponsorships, and attendee engagement.
- Donor Engagement and Stewardship
 - Manage and cultivate relationships with current donors, ensuring consistent communication and recognition.
 - Identify and research new potential donors and create outreach strategies to expand the donor base.
 - Develop donor appreciation initiatives and oversee regular reporting on donor impact.

- Corporate and Business Partnerships
 - Cultivate and manage relationships with business and corporate partners to support fundraising and sponsorship opportunities.
 - Create proposals and presentations to pitch partnerships with business and corporate donors.
 - Work with marketing team to recognize and promote partners' contributions.
- Database and Administrative Management
 - Maintain and update donor database, ensuring accurate and timely data entry and gift processing.
 - Prepare reports and track fundraising progress against goals.
- Collaboration and Communication
 - Work closely with the Executive Director and other team members to align fundraising strategies with organizational goals.
 - Collaborate with the team to develop marketing materials and content for events and donor campaigns.
 - Represent the organization at networking events, community meetings, and relevant conferences.
- Other duties as assigned by the Executive Director or Board of Directors.