



Development Coordinator

The mission of Starfish Initiative is to inspire, encourage, and prepare motivated students from vulnerable populations for post-secondary education, career, and life success. In partnership with the President, the Development Coordinator will play a key role in helping Starfish Initiative develop and execute fundraising and development activities. The successful candidate will help forge new corporate, foundation, and individual relationships to build Starfish Initiative's visibility, impact, and financial resources. This position will also assist in the design and implement a comprehensive plan for increasing Starfish Initiative's awareness and reputation across Indiana.

The Development Coordinator will have primary responsibility for establishing and implementing the infrastructure needed to deliver a \$1.5M budget through the solicitation of major gifts, special events, corporate, individual, and foundation support.

They will expand and diversify Starfish Initiative's donor base/pipeline and work closely with other team members to secure funding for programming and strategic initiatives.

In addition, the Director will work collaboratively with the board of directors and support board members as they take on a more active fundraising role.

It is expected that the amount raised by Starfish will increase in future years as this strategic leader and promoter systematically and effectively strengthen the organization's overall fundraising capacity.

Responsibilities

- Support and partner with the president and board members on all major fundraising initiatives
- Collaborate with the finance contractor, president and the finance committee of the board to develop and implement Starfish's financial strategy which may include the creation of an endowment plan
- Actively work with the president and senior staff to develop and implement a

comprehensive development strategy to include corporate support, foundation grants, individual giving, etc.

- Cultivate corporate and community relationships to support recruitment of volunteer mentors
- Have primary responsibility for development and execution of grant proposals; write and select archive proposals and grant reports with a long-term relationship-management approach
- Oversee research of funding sources and trends, with foresight, to help position Starfish Initiative ahead of major funding changes or trends
- Monitor all donor information with respect to confidentiality; provide and present statistical analysis to board and president
- Develop and implement a stewardship and donor retention program aimed at cultivating deeper ties with donors
- Ensure maintenance of complete and accurate donor information and maintain up-to-date donor platform infrastructure
- Monitor and report regularly on the progress of the development program
- Identify, develop, and mentor the development team and external fundraising partner resources

Professional Qualifications

- Bachelor's Degree
- At least two years of professional experience in a nonprofit organization; demonstrated success in a development function (planning and implementing an annual campaign and grants management)
- Tangible experience of having expanded and cultivated existing donor relationships over time
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Experience in soliciting gifts directly from donors
- Track record of professional growth through professional education (associations, trainings, etc)

Personal Qualifications

- Strong organizational skills
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside of Starfish

- High energy and passion for Starfish Initiative's mission is essential
- Ability to construct, articulate, and implement annual strategic development plan
- Strong organizational and time management skills with exceptional attention to detail
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time

Salary and Benefits

Salary commensurate with experience

Paid Time Off

Paid Holidays

Paid Parking

Health Care Stipend