



Homeless Children's Education Fund (Pittsburgh) Development Coordinator

The Homeless Children's Education Fund (HCEF) is currently seeking candidates for the Development Coordinator position to strengthen our Development Department. This is a full-time hybrid position.

Key overall responsibilities:

1. In partnership with the Development Director, Executive Director and Board Development Committee, develop, implement and evaluate the results of the annual development plan that moves HCEF toward its vision
2. Manage and coordinate special fundraising events
3. Solicit, support, and encourage external third-party events and peer to peer fundraising.
4. Coordinate and deliver donor-centered communications for events and appeals
5. Maintain relationships with donors, corporate sponsors, vendors, and partners associated with the events and campaigns

Fundraising Operations:

1. Assist with the development and implementation of the annual fundraising plan
2. Maintain fundraising events calendar for the development team
3. Maintain records of donor, participant, and sponsor contact in Salsa CRM database in conjunction with Office Administrator
4. Provide support for communications with donors and prospects
5. Participate in donor stewardship and recognition activities

Grants

1. Refines budgets in collaboration with HCEF program team and Executive Director
2. Completes grant application forms/proposals
3. Research prospective grants, summarize solicitation requirements and recommend potential donors
4. Prepares and maintains internal tracking checklists and timeline documents
5. Assists with grant extension requests, work plans, and reports
6. Maintains grant calendar of upcoming application and reporting deadlines
7. Participates in regular team meetings regarding grants, grant balances, and overall plan

Special Events

1. Manage and coordinate the organization's signature fundraising events with other staff and appropriate committee members, including Event Chairs
2. Delegate duties to volunteers

3. Work with Manager of Community Engagement to recruit non-board members to serve on event committees and task forces
4. Create and manage peer-to-peer fundraising pages for Annual Support Campaign
5. Coordinate and track event attendance for all events
6. Participate in the recruitment and solicitation of individuals and businesses for auction items and in-kind contributions for events; coach volunteers in this process
7. Serve as point person for cause-marketing promotions and third-party events
8. Prepare budgets; forecast income and expenses for events
9. Provide corporate sponsor fulfillment and other partner obligations
10. Track and report on event fundraising results and participant involvement
11. Utilize the organization's technology platforms to support event fundraising
12. Work collaboratively on events with all members of development team, program team, committee members and board of directors to achieve event fundraising goals

Marketing & Communications Support

1. Assist with writing and posting about events and third-party campaigns on social media platforms
2. Manage video production for signature event
3. Manage the creation and design direction of event-specific communication pieces
4. Assist in the creation of marketing briefs for each event; complete design request forms for graphic designers; manage relationships with designers, printers and other marketing vendors for event collateral and signage

Administrative Support & General Duties

1. Helps to Maintain databases for recording and tracking grant proposals, awards, and related statistical information with Office Administrator
2. Contributing to donor records by keeping accurate notes of interactions, meetings and discussions with donors
3. Identifies and manages gifts-in-kind donations to support our programs
4. Participate in Team Meetings and events

Qualifications

1. Bachelor's degree required and a minimum of two (2) years of development experience at a nonprofit organization
2. Excellent oral, written, and interpersonal communication skills
3. Proficient in MS Suite and donor software
4. Analytic and critical thinking skills and attention to detail
5. Ability to work well with diverse populations, and in fostering collaborations
6. Awareness of current issues and trends related to youth programs, education, and housing insecurity
7. Passion for social justice, inclusion, equity, and empowerment, especially for populations who have been disenfranchised.

Compensation & Benefits

- Salary Range \$40,000-\$55,000
- Competitive compensation, with comprehensive benefit package including health, dental, vision and tax deferred retirement savings account. Paid holidays and vacation.
- Access to professional development activities.
- Hybrid (on site and remote) working model.

Apply: Send resume and cover letter to info@homelessfund.org with “Development Coordinator” as the subject line by July 14, 2022.