



## Leadership, Education and Athletics in Partnership (LEAP)

### JOB DESCRIPTION: DEVELOPMENT COORDINATOR

#### Description of the Organization:

For 30 years, LEAP has worked with children, teenagers, and young adults in New Haven, Connecticut in some of the lowest income urban neighborhoods in America. As the largest youth agency in our city, we provide academic support, social enrichment, and leadership development, but we do so in a unique way. We give older students (ages 16-24) the training, education, and resources they need to work as counselors to our younger students (ages 7-15). In doing so, we go beyond impacting individual lives through education and employment. We build a community with power and purpose.

#### General Purpose

The Development Coordinator plays an integral role in the management and general operations of LEAP's Development and Communications team. They must exercise discretion, use independent judgement, be detail oriented and highly organized, self-motivated and an effective communicator. The Development Coordinator drives donor processes, organizes events and performs associated administrative duties.

#### Important and essential duties:

- Coordinates the major gifts program, prospect pipeline, and departmental operations
- Tracks fundraiser activities and interactions with donors using Raiser's Edge and maintains department and organizational reminders for fundraising initiatives
- Provides regular updates for donors and helps to edit updates by other team members
- Facilitates LEAP's donor tour program and assists with event sponsor solicitations and donor outreach
- Coordinates meetings between donors/prospects and fundraisers and ensures fundraisers have prospect research
- Takes a lead role in managing events ensuring they are well-organized and successful
- Manages the Director's calendar and assists with email to ensure timely communication with donors/prospects
- Fields and triages requests from fundraisers and donors/prospects as needed, including corresponding with donors directly and managing responses from the Director
- Assists with hiring processes for the department as needed
- Provides scheduling, responding to donor requests, filing, copying, organizing and maintaining office and office supplies
- Manages and tracks budget and expenses for the department
- Interacts with donors and staff at all levels
- Assists with other department projects as needed including communications, event planning, and donor appeals

#### Qualifications:

- A bachelor's degree or higher from an accredited institution is required
- Ability to manage multiple projects and systems, including tracking multiple donor/prospect plans using the database, performing administrative duties, and supporting the Director's work

- Ability to interface with diverse constituencies, including donors, fundraisers, local community members, and all members of the organization
- Ability to analyze information from various sources of donor data to make determinations and recommendations regarding fundraising strategy
- Ability to use Raiser's Edge (or other CRM software) effectively to track donor processes or an interest in learning to do so
- Strong knowledge of computer software applications including Microsoft Word and Excel, with proficiency in the Adobe Suite or other design programs a plus
- Demonstrates tact and discretion in preparing, disclosing, and handling confidential information
- Demonstrates effective verbal and written communication skills
- Is highly organized and able to manage multiple administrative processes effectively
- Ability to work independently, prioritize effectively and make sound decisions while remaining flexible

**Salary and Benefits:**

Starting salary is commensurate with experience and other qualifications in the range of \$48K - \$55K. Excellent benefits provided including health and dental insurance, life insurance, and generous vacation and holiday leave. This position is based out of the LEAP office in New Haven, CT. It is currently hybrid, with in-person work required a minimum of two days per week. However, LEAP may change the number of required in-person days per week in the future based on the organization's needs.

**To Apply:**

If you are interested in this position, please send a letter of interest and your resume to [this link](#).

Additional information about the organization is available via [www.leapforkids.org](http://www.leapforkids.org). LEAP is an equal opportunity and affirmative action employer.