



small steps nurturing center

Development Coordinator

Department: Development

Job Status: Full-Time

FLSA Status: Non-exempt

Reports To: Director of Events & Communications

Travel Required: N/A

Positions Supervised: none

Work Schedule:

8:00 a.m. – 5:00 p.m. There is some flexibility in hours, as well as the ability to work remotely one day a week. (Some overtime hours may be necessary for event preparation.)

MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

POSITION SUMMARY

The Development Coordinator plays an important role on the development team by providing support across all areas of fundraising, including the management of the donor database. The Development Coordinator has a passion for Small Steps' mission and is eager to contribute to the team's goals.

APPLICATION INFORMATION

Please email a cover letter and resume to Director of Events & Communications, Julianne Hickey, at jhickey@ssnc.org. Candidates will be reviewed on a rolling basis.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Donor Database Management

- Maintain donor database records.
- Create fundraising reports and other database reports, as needed.
- Process donations and prepare acknowledgement letters and other correspondence.
- Work in coordination with the Director of Finance to reconcile database records.

Development Support

- Support the management and execution of our annual fundraising events, including critical assistance on day/evening of events.
- Support other development efforts, such as grant preparation and submissions, Young Professionals group, volunteer management, donor stewardship and cultivation, etc.
- Ensure proper donor recognition for all gifts, including the management of the Scholarship Society program and benefits.
- Maintain and update information on Small Steps' website and support external communications, including social media.
- Handle administrative details associated with Board and other meetings.
- Other support as requested.

POSITION QUALIFICATIONS

Competency Statement(s)

- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Accountability - Ability to accept responsibility and account for his/her actions.

SKILLS & ABILITIES

Education:

Bachelor's Degree (four-year college or technical school), preferred

Experience:

1-2 years of development experience, preferred

Computer Skills:

Proficiency with Microsoft Office Suite

Experience with Blackbaud Raiser's Edge, preferred

Other:

Preschool Environment: This position will office at our preschool located at 2902 Jensen Drive in the Fifth Ward of Houston.

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O
Walk	O
Sit	F
Reach Outward	O
Reach Above Shoulder	O
Speak	F

Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	O

Push/Pull

12 lbs or less	O
13-25 lbs	O

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.