



Development Coordinator

Department: Advancement
Status: Non-Exempt
Education: Bachelor's Degree preferred
Reports to: Vice President of Advancement

Description:

The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 32 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

The Development Coordinator is responsible for fundraising goals related to annual giving, creating and overseeing the organizational stewardship plan and administrative support to the VP of Advancement.

Responsibilities include but not limited to:

- Lead annual giving activities such as mail and email appeals as well as employee giving campaigns in coordination with the communications team and the VP of Advancement
- Create unique opportunities to surprise and delight donors through thoughtful stewardship
- Develop and manage a stewardship plan for development team to execute for all Foundation donors
- Maintain records of cultivation, solicitation and stewardship in Raiser's Edge
- Provide administrative support to the VP of Advancement and the development team
- Provide support to special events and donor events
- Provide at minimum a monthly report of updates and activities toward development goals to the VP of Advancement

Skills/Attributes:

Excellent written and verbal communication skills; attention to detail; strong organizational skills; strong interpersonal skills; ability to work well as part of a team; proficiency in MS Office; Raiser's Edge proficiency a plus

Experience Required:

1 year or more development experience

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein 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 these functions.

Interested applicants may email (development@pinellaseducation.org) cover letter, resume and salary expectations. Please include the words, "Development Coordinator" in the subject line. No phone calls will be accepted.