



All Detroit children deserve to dare, dream and do big things. It starts with a quality education. At Detroit Children's Fund, we believe a quality education unlocks a child's potential, allowing them to thrive in college and career. Yet, 90% of the children in Detroit do not have access to a quality school.

Detroit Children's Fund (DCF) is working to change this. We are a nonprofit organization focused solely on improving K-12 public education in Detroit. Detroit Children's Fund works with struggling schools to diagnose their challenges and offer customized solutions that improve school quality and outcomes for students.

Together with our funding partners, we've deployed more than \$25 million in capital to support our interventions that help schools improve, impacting thousands of students across Detroit.

DEVELOPMENT & EVENT COORDINATOR

Are you a go-getter who is comfortable working on a small team and wearing lots of different 'hats'?

The Development & Event Coordinator assists in the management of fundraising initiatives for Detroit Children's Fund (DCF) including special events, major gifts, sponsorships, grant writing and stewardship.

In this role the day-to-day work shifts and is heavily based on the Development team's engagements, projects and programs. Working closely with the Chief Development Officer, the Development & Event Coordinator supports fundraising projects, communicates with current and prospective donors, and manages individual/corporate gifts.

This is an entry level position. Fundraising or event experience is preferred but not required.

We are looking for a team member who will:

- **Multi-task effectively.** You are able to prioritize responsibilities and work well under pressure in a fast-paced environment.
- **Be a self-starter and a natural problem-solver.** You take initiative. You enjoy learning new things and can quickly identify challenges, analyze the root causes, and propose creative solutions.
- **Communicate thoughtfully.** Your writing is clean and simple. You always consider your audience and use superb judgment, whether sending a quick email response or drafting a message to donors.
- **Sweat the details.** You are very organized and are good at staying on top of things others may miss. You make sure every T is crossed and I is dotted. You always put your best foot forward with projects and tasks – no matter how big or small.
- **Provide strong customer service.** You take a customer service approach when supporting DCF leaders and interacting with donors.

CORE RESPONSIBILITIES

Event Management – Chair/Honoree Relations

- Assist in the communication with event honorees/chairs, coordinate the distribution of meeting agendas, schedule periodic check-ins and status update meetings and nurture relationship
- Work closely with the Chief Development Officer and external event consultant on the planning and management of DCF- organized fundraising events from inception to day-of on-site execution, as it relates to event honorees/chairs
 - Attend planning meetings with chairs and keep on top of event details as they progress in order to update chairs accordingly

Event Management – Sponsor Relations

- Serve as lead contact for all general guest questions, sponsorship inquiries and donations
- Coordinate benefit information with all existing sponsors and guests
 - Distribute benefit and event information to new sponsors, and oversee follow-up
- Ensure proper recognition of sponsors is being executed at events
- Track sponsor solicitation and acquisition
- Coordinate the development of sponsorship print materials and recognition for all DCF-organized fundraising events
 - Using a strong attention to detail, manage copy editing for all event print materials

Gift Processing

- Manage donor tracking databases and create new procedures within the database to ensure efficiency
 - Maintain Raiser’s Edge donor database, entering new donations and updating donor information
 - Process DCF donations and submit payment information to Finance, and provide necessary account information and coding
- Track donations on internal cash sheet
 - Including donor contact information, benefit usage, recognition information, etc.
- Generate and analyze post-event financial reports
 - Generate donation acknowledgements for all donations, including tax receipts, thank you letters and invoices

Grant Writing

- Manage the development of high-quality grant proposal narratives, applications, and supporting documents.
 - Assist with researching, collecting data, and writing each grant.
 - Work with department managers to compile financials, program information and data.
- Manage the proposal submission process to ensure timely submission of all required materials.
- Develop and maintain grant proposal calendar.

Miscellaneous

- Manage special projects and events including “third-party” corporate fundraisers and promotions and awareness events
- Assess event marketing needs, recognition opportunities and coordinate special projects
- Manage relationships and involvement with event committees
- Support DCF Board Meeting preparation
- Manage the day-to-day execution of social media messaging

This job description is intended to reflect the types of responsibilities typically required of this position. However, this description does not limit or in any way modify the right of any supervisor to assign, direct, or control the work of the employee assigned to this position. The use of any particular statement describing responsibilities shall not be held to exclude other duties or responsibilities not mentioned that might be of a similar type or level.

WHAT WE OFFER

DCF offers competitive pay commensurate with experience in a similar position with the potential for an annual performance-based bonus. The salary range for this position is \$55,000-\$70,000. We also offer an inclusive environment where staff are encouraged to bring their whole selves to work every day. DCF may offer a relocation stipend to defray the cost of moving for this role, if applicable.

HOW TO APPLY

We recommend including a cover letter in your application addressing why you are interested in DCF and how your experience has prepared you for this position. The priority application deadline for this position is **Friday, February 3, 2023**. After that date, applications will be considered on a rolling basis. It is in your best interest to apply as soon as possible.

Please submit your materials to our email: hr@detroitchildrensfund.org.

Detroit Children’s Fund is an Equal Employment Opportunity Employer