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| Job title | Development Coordinator |
| Reports to | <i>Director of Development & Communications</i> |
| Status | <i>Full Time, Exempt</i> |
| Pay Range | <i>\$38,000 - \$43,000</i> |

Who we are:

At College Bound we believe that one adult with a college degree can change the cycle of poverty in a family forever. We exist to disrupt a reality in which only 7-9 percent of low-income students are obtaining baccalaureate degrees. By 2026, College Bound will be a national leader for baccalaureate completion rates with manageable student debt. Will you join us?

Our History: College Bound was founded in 2006 by Lisa Zarin, the daughter of a single mom and school teacher who taught and lived in Newark, New Jersey’s riskiest neighborhoods—neighborhoods where students seldom graduated from high school, much less went onto college. But Lisa’s mother emphasized the importance of education and the message stuck. Many years later when Lisa’s own son was applying to college, she experienced the college admissions process through the eyes of her child and thought, “if this is hard for us, this has to be hard for others.” Lisa recruited her good friends Debbie Greenberg and Ericka Zoll and College Bound was born.

Our Promise to Our Students: We commit to our students every step of the way: increasing ACT scores, mastering Algebra II, coping with lifecycle events like grief, college financial literacy, first internships, first suits and first jobs. Within a decade, we have grown from an inaugural class of 36 students to over 650—plus 150 alumni and growing! Through our individualized, holistic, and multi-year approach, we empower our students with the academic and social supports needed to achieve baccalaureate degrees and embark in meaningful careers.

Our Promise to Our Employees: We commit to our employees every step of the way: a welcoming orientation and onboarding, connection and clarity, professional development monies, mentorship opportunities, the ability to give back to the community, inclusion and diversity, work-life balance, flexibility and a culture rooted in a foundation of trust, a focus on achievement, a responsibility to reflect and a spirit of gratitude. You can learn more about our mission by accessing our website at www.collegeboundstl.org.

The role:



College Bound's Development Coordinator is the air traffic controller for project and portfolio management. Also charged with maintaining and improving the team's data, backbone operations and processes, the Development Coordinator will support the development team's work in Salesforce by maximizing the tool's functionality in terms of accuracy in reporting and team workflow management. The work of the Development Coordinator guarantees that no deadline is missed and donors have a consistent and excellent giving experience with College Bound.

The Development Coordinator is supervised by the Director of Development & Communications and will work closely with her, the Development Event & Operations Manager, and the Executive Director toward individual and team development goals. The ideal candidate is comfortable managing processes and projects using Salesforce, Excel, and other Microsoft applications, thrives in a fast-paced environment, is motivated to use and create organizational systems to manage workflow and save time, is a clear and thorough communicator, and possesses an acute attention to detail in all arenas.

Your responsibilities:

Support Development Team Operations & Processes: 80%

- ▶ **Deadline and project management support of the grants & communications portfolio:** Proactively maintain and update a comprehensive deadline and project management system, including managing up and across to colleagues in development, program and administration to ensure grants, reports, and communications projects are compiled and submitted on time.
- ▶ **Tracks financial and narrative reporting requirements for all grants secured in Salesforce;** works in partnership with Director of Program Achievement and Development Event & Operations Manager to collect and organize information, outcomes and data necessary to report to funders.
- ▶ **Donation and invoice management:** Gift processing and acknowledgment within 48 hours of receipt
- ▶ **Salesforce management:** Maintaining accurate gift and relationship data in real time and pulling it from the system upon request; sharing information regarding gifts and facilitating collaboration with the finance department, including oversight of YOP tax credit processes; support reporting and workflow management process development and implementation with support of the Development Operations & Events Manager; update and maintain a Salesforce manual with input from the Event & Operations Manager and Director of Development & Communications
- ▶ **Internal meeting prep & task system management:** Update dashboards and review task statuses before weekly team meetings; capture meeting notes & enter next steps; support and document written correspondence; maintain list of additional topics for team discussion
- ▶ **Highly detailed mailing execution:** Pulling and updating distribution lists, assisting with customization, executing follow-up for events, gathering and synthesizing information for biannual stewardship mailer to networking series attendees
- ▶ **Online giving process support:** Update Classy donation and event pages, coordinate and send e-blasts
- ▶ **Coordinate the Social Media Committee,** including meeting facilitation and content generation, including event- and fundraising-related content
- ▶ **Review and edit** grants and reports as needed



- ▶ **General office support** such as monitoring and maintaining team office supplies, room reservations, ordering food, preparing office for site visits
- ▶ Opportunity to gain experience in other parts of fundraising, depending on team's needs and personal interests
- ▶ Other duties and projects as assigned

Support & Provide Leadership to College Bound's Annual Event Series: 20%

- ▶ **Support internal volunteer and student recruitment, training/preparation and coordination** before and at events including the annual gala, trivia night, and networking series events, including student ride coordination and RSVPs (6-8 events/year)
- ▶ **Material event support** (nametags, printed materials, misc. supplies, mailings)
- ▶ **Support coordination of on-site event donation** process and volunteers
- ▶ **Support Development Operations & Events Manager in working with the Program team** on student-facing activities for the networking series, including event prep
- ▶ **Participate in event planning calls** and support as needed

Skills and experience:

Required Qualifications

- ▶ Bachelor's degree
- ▶ Project management experience
- ▶ Data management/database experience
- ▶ Advanced proficiency in Microsoft Excel and Microsoft Office Suite
- ▶ Strong writing, editing and communication skills
- ▶ High-level organizational skills with strict attention to detail

Preferred Qualifications

- ▶ Experience supporting or executing highly detailed events
- ▶ Fundraising experience
- ▶ Proficiency in donor management software such as Salesforce, eTapestry, or Raiser's Edge

Benefits and working conditions:

- ▶ Competitive benefits include a portion of paid employee health insurance, a health reimbursement account, dental, short-term disability, life insurance, 401K matching, paid parental leave for all genders and free vision insurance.
- ▶ Play a vital role in an organization that is privileged to work with hundreds of intelligent and deserving young people every day
- ▶ Flexible working environment

Employees should have a valid driver's license, reliable transportation and be able to pass a motor vehicle background check. Some weekend and evening work is required for event execution.

How to apply:

Interested candidates please send a cover letter, resume, applicable certifications and licensees, salary requirements, three references and an electronic copy of diplomas/transcripts



to: jobs@collegeboundstl.org with the subject Line: Development Coordinator. Some candidates may even be required to do a pre-screening assessment and will be alerted by the hiring manager if this is the case.

Applications will be accepted through **August 15, 2022**.

College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

College Bound believes in the power of diversity as a starting point in the pursuit of racial, gender, social, and economic justice. We strive to create a culture where every individual is valued. We demand accountability and action from all individuals to serve with an open mind and from a place of compassion, love and humility. As an organization and as a community, College Bound commits to active listening and collaboration between students, families, alumni and staff to grow in understanding of how diversity and equity shape our work.