

Serving the Broadway/Slavic Village Community Since 1926

Position: Development Coordinator
Supervisor: Development Manager
Salary: \$31,500 - \$34,500
Hours: Full-time/ Exempt

Position Summary: The Development Coordinator's primary responsibility is to assist the Development Manager in supporting the agency's overall fundraising mission; to act as liaison to the agency's Board of Directors; and to provide administrative support to the Senior Management team.

Essential Functions:

1. Responsible for meeting with program staff to collect and maintain program information for proposals and reports to funders; prepares agency proposals as needed.
2. Serves as liaison to the Board of Directors: attending board and committee meetings and preparing minutes; disseminates general correspondence to board members.
3. Works closely with the Community Resource Manager to coordinate volunteers for weekly community meals; recruits and communicates with volunteers for special events.
4. Maintains donor database; provides funding reports; generates acknowledgements to all donors.
5. Researches potential funding sources for agency, such as foundations, corporations, and individuals
6. Works closely with the Director of Program Services to oversee program and agency data; creates program data overview for funders; maintains and updates data files on the shared drive.
7. Assists with the planning and implementation of all fundraising events; plans and implements agency special events such as Thanksgiving and the Holiday Toy Drive.
8. Provides support for marketing, social media and communications efforts; assists with maintaining the agency website.
9. Provides support for administrative functions related to the needs of the Board of Directors and the Senior Management team; provides coverage in the front office as needed.
10. All other duties as assigned.

Qualifications or Skills Required:

Required: Bachelor's degree or equivalent experience. Some experience working with /or as a volunteer. Excellent organizational and communications skills, verbal and written. Ability to build professional relationships. Ability to work independently and be self-motivated and as a team player. Exemplary skill with Microsoft Office Suite, Adobe products, and experience working with databases. Collaborative and cooperative working style. Must be able to pass a BCI/FBI background check and drug screening (pre-employment and random).

Preferred: Bachelor's degree with 1 - 3 years professional experience. Familiarity with the local nonprofit sector. Interest in fundraising and development as a career.

Application Deadline: Open until filled

Interested applicants should forward cover letter, resume plus 3 references to:

Human Resources

University Settlement, Inc.

4800 Broadway Avenue, Cleveland, Ohio 44127

Fax: 216-441-0818, E-Mail: employment@universitysettlement.net

Internal applicants must be in their current position for at least six months to apply.

(NO PHONE CALLS PLEASE!)



United Way of
Greater Cleveland

