



POSITION ANNOUNCEMENT: *Development Coordinator*

Who We Are

At the Catalogue for Philanthropy we believe in the power of small nonprofits to spark big change. As the only locally-focused guide to giving in Greater Washington (in print and on the web), our goal is to raise visibility for our featured organizations, fuel their growth with philanthropic dollars, and create a movement for social good in our region.

Our network of more than 400 nonprofits is made up of organizations with budgets below \$4 million that serve the environment, arts, education, and human services throughout Greater Washington. Since 2003, the Catalogue for Philanthropy has raised more than \$42M for our nonprofit partners.

Who You Are

You have the ability to make every donor, new or existing, feel important and connected. You have a knack for building connections, knowing what's the right thing to say and when. You are excited to connect the dots between development, marketing, and programs, and you make us all better by thinking ahead and anticipating the needs of the organization, our donors, and the team. You thrive in a bustling environment and understand how to get things done quickly, efficiently, and to the highest standards.

Your Responsibilities

The Catalogue for Philanthropy is seeking a Development Coordinator to work closely with the Catalogue's Co-Executive Director for Finance and Operations ("Co-Executive Director") to support our various fundraising strategies, as well as to manage and execute those strategies.

The Development Coordinator will report to the Catalogue's Co-Executive Director. They will work in partnership with our Operations Manager, Communications Coordinator, and Director of Special Events. The responsibilities will include:

Development Operations

- Manage the Catalogue's donor database(s) and gift pipeline, ensuring accuracy and completeness
- Coordinate and oversee moves and task management for all open donation opportunities
- Generate monthly and quarterly progress-to-goal reports
- Generate development reports for board meetings
- Provide data and reports for annual budgeting process
- Manage gift processing
- Manage donation reporting process for Catalogue nonprofits
- Support the Operations Manager with the annual audit process

Development Strategy

- Assist the Co-Executive Director with updating the development plan each year
- Provide ongoing input on potential tactics to generate new leads and respond to any



CATALOGUE FOR
PHILANTHROPY

- potential funding gaps
- Support and update our corporate sponsorship efforts
- Coordinate with the Communications Coordinator to ensure alignment between marketing campaign efforts and development messaging
- Assist the Co-Executive Director with updating and adapting the Catalogue's donor stewardship plan on an annual basis

Donor and Supporter Relations

- Manage donor correspondence
- Execute on the Catalogue's stewardship plan
- Track grant deadlines and writing process to help ensure timely proposal submissions
- Assist with drafting grant applications and reports
- Coordinate with the Director of Special Events with respect to planning and execution of major events

Qualifications

- Bachelor's degree
- 1-2 years nonprofit development or related experience a plus
- Excellent writing and communication skills
- Prior knowledge of Salesforce a plus
- Proven ability to meet multiple deadlines and work independently and in a team
- Excellent personal relationship skills

Benefits and Compensation

Salary and Other Benefits

- Salary will be commensurate with experience
- Health, vision, and dental insurance
- Life insurance, short-term and long-term disability
- Paid vacation and volunteer days
- Monthly transportation benefit
- 401(k) Retirement Plan

How to Apply

Interested individuals should submit:

1. Cover letter;
2. Resume; and
3. Writing sample

To Aaron Gonzales, Co-Executive Director, at agonzales@cfp-dc.org

*Catalogue for Philanthropy: Greater Washington is an equal opportunity employer.
To learn more about CFP and its selected nonprofits, please visit cfp-dc.org*