



Position: Development Coordinator

Reports to: Development Director

Hours: Full time

THE ORGANIZATION

Book Trust is a national early literacy 501(c)3 organization that helps elementary school children with little or no access to books fall in love with reading and become lifelong learners. With Book Trust, students learn the power of choice and pride of ownership, motivating them to succeed. Book Trust believes that when children have access to books we create a world in which literacy removes barriers and provides children the tools to navigate life successfully, bridging the opportunity gap. In the 2018-2019 school year, Book Trust is poised to provide 1 million+ books to 57,000 underserved students. We collaborate with Scholastic Publishing, School Districts, and Teachers to deliver our program in 21 states across the country.

POSITION SUMMARY

The Development Coordinator is an integral member of the Development team, responsible for providing fundraising project management, research and administrative support. Plans, coordinates and manages Book Trust events, including “Feed the Read” book celebrations at schools. Provides donor management for specific portfolio of solicitation. Contract and database management, with attention to details and deadlines is key.

RESPONSIBILITIES

- Utilizes Donor Perfect Online (DPO) database to capture donor contacts and flag donors for personalized communications.
- Assists with donor engagement and retention activities including phone calls and donor communications.
- Organizes and ensures development materials (brochures, envelopes, folders) are available at all times and updated as needed for upcoming mailings/campaigns.
- Maintains and organizes documents in electronic filing system to support the Development team, including but not limited to event documents and grant materials.
- Provides support to regional board members and regional board meetings/activities.
- Plans, coordinates and manages Book Trust events. Includes securing dates, venues, and caterers. Manages day of event activities, sponsor fulfillment, silent and live auctions, and post-event evaluations. Attends and records minutes for event committees.
- In partnership with the program team, plan and manage “Feed the Read” events at Book Trust schools throughout the school year.
- Oversees donor portfolio and implements strategy for creative and effective donor touch points throughout the year to inspire and engage donors with the Book Trust mission.
- Other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

- Bachelor’s degree in nonprofit management, business administration, communications or related field.
- 3+ years experience in event planning.
- Demonstrates a passion for the organization’s mission.
- Familiarity with not-for-profit revenue streams, philanthropic contributions, including corporate and government funding.
- Excellent organizational skills and detail-oriented focus.

- An effective and open communicator, with high-level oral and writing skills.
- A sense of humor and ability to work collaboratively in a team environment.
- Knowledge of relationship databases are a plus, particularly DPO.
- Proficiency in MS Office, strong working knowledge of Excel and familiarity with Mail Chimp.
- Demonstrated experience in developing and sustaining collaborative working relationships
- Demonstrated ability to organize work load, maintain several projects of equal priority at once, and sustain productivity and accuracy under pressure
- Understanding of working with and maintaining confidential information
- Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback, contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to success.
- Professional and mature demeanor with strong ethical standards and ability to adapt to change
- Ability to travel as needed.

WHAT WE OFFER

- A competitive benefits package.
- A collaborative work environment in a growing organization and the opportunity to make an impact in the education and nonprofit sectors.

TO APPLY

Interested candidates should send a cover letter and resume to the organization's President and CEO, Tiffany R. Kuehner: hditto@booktrust.org by **Wednesday, March 6th 2019**. Please refer to the Development Coordinator role in the Subject Line.

Book Trust is an equal opportunity employer.