



## **Development Coordinator**

**Full-time salaried**, will consider part-time applicants

**Deadline to Apply:** February 23

**About Us:** New City Neighbors is a non-profit organization practicing community development principles in the Creston neighborhood of Grand Rapids, Michigan. The mission of the organization is *empowering youth to reach their full potential*, and its vision is *growing neighborhood leaders*. Using small-scale urban farming and a farm-to-table cafe, New City Neighbors creates employment and leadership opportunities for youth while using *food* as a strategy to serve the community at large. We are seeking a passionate and experienced Development Director to lead our fund development initiatives.

**Position Overview:** This work of New City Neighbors is sustained through a diverse pool of funding. The Development Director will be responsible for overseeing all fundraising activities, such as grant writing, grant reporting, donor cultivation, soliciting sponsorships, and strategic fund development.

### **Key Responsibilities:**

- Work with the leadership team to develop, implement, and manage a strategic fundraising plan that includes campaign management, major gifts, corporate and foundation giving, and special events
- Cultivate and build relationships with potential donors
- Create a compelling fundraising messaging
- Identify and secure church and business sponsorships
- Oversee the development budget and monitor expenses
- Use donor management software to maintain a database of donor information and utilize the data to optimize fundraising efforts.

### **Education and Experience:**

- Bachelor's degree in a related field (e.g., Nonprofit Management, Business Administration, Communications, Marketing, Writing)
- Minimum of 3 years of experience in non-profits, fundraising, and donor relations

### **Key Skills**

- Demonstrated competency in principles of diversity, equity and inclusion
- Strong understanding of fundraising strategies

- Ability to be highly relational and charismatic as needed
- Ability to develop and implement strategic plans
- Verbal and written communication, including grant writing
- Marketing, including social media
- Event planning
- Ability to work independently and take initiative
- Ability to work in collaboration with other staff
- A working knowledge of Google Drive, Microsoft Office, and related technologies
- A working knowledge of donor management software
- Administrative and organizational skills
- Basic knowledge of photography, web design, and various methods of digital design are a plus

**Salary and Benefits:**

- \$45,000 base salary, additional compensation to cover employee health insurance costs
- Willing to accommodate partial remote work schedules
- 15 days paid time off per year, an additional allotted day per year per year of service
- 10 paid holidays plus one floating holiday
- 10 weeks paid Paternity leave after 90 day orientation period
- Eligible for 10 weeks paid sabbatical after 3 years of service

**How to Apply:** Applicants should begin by applying [online](#) and emailing a resume and cover letter to [info@newcityneighbors.org](mailto:info@newcityneighbors.org).