



www.makewayforbooks.org
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Make Way for Books (MWFB) is a nonprofit 501(c)(3) organization established to promote early literacy in limited-resource areas of southern Arizona. Our mission is to give all children the chance to read and succeed. Make Way for Books is seeking a full-time Development Coordinator.

POSITION DESCRIPTION: Development Coordinator

REPORTS TO: Creative and Communications Officer

SUPERVISES: N/A

FLSA STATUS: Exempt

CATEGORY: Staff – Regular

FULL TIME/PART TIME: Full Time, 30-40 hours

LOCATION: Tucson-based, at least 80% in-office work

SALARY RANGE: \$38,000 to \$45,000 (range based on 1.0 FTE-40 hours per week, would be adjusted for a lesser FTE .75FTE)

POSITION SUMMARY

The Development Coordinator is responsible for helping to execute the organization's fund-raising, fundraising, and community engagement strategies, including donor stewardship, cultivation, analyzing donor data to implement targeted campaigns and stewarding of donors, coordinating and assisting with fundraising special events, and assisting with visibility of Make Way for Books in the community as needed. A successful candidate will personally and professionally exhibit the MWFB core values that can be found at our website at makewayforbooks.org/our-core-values.

ESSENTIAL DUTIES:

- Identify donors and prospects by analyzing the best and most current donor data and information available in Neon and other resources.
- Manage the Make Way for Books donor database, including maintaining up-to-date records of stewardship, engagement and communications with donors. Analyze donor data consistently and regularly to contribute to development data dashboard. Support communications and stewardship activities to target and segment donors using data. Create segmented mailing lists for online and print communications to donors.
- Execute gratitude and stewardship strategies. These include various engagements and activities, such as ensuring that every donor receives a written/mailed thank you letter/donation receipt immediately, and implement various personalized strategies (phone calls, handwritten note, emailed updates on impact of the work that their gift made possible, etc.) to regularly steward and thank donors in collaboration with the development and communications team. Engage the board of directors in stewardship strategies, such as asking and following up with the board to make thank you phone calls to donors. Lead and coordinate effort to thank and celebrate new and existing, including management of up-to-date data to identify and communicate any changes in donor giving level, large gifts, becoming a monthly donor, etc. to ensure donors are recognized and celebrated accordingly.

- Collaborate with MWFB development and communications team members to implement targeted campaigns to meet MWFB fundraising priorities and goals such as web-centric fundraising techniques, fundraising events, donation drives, and other special projects. Track trends by response to campaign. Solicit sponsors, both cash and in-kind, for special events as needed.
- Coordinate and lead specific annual strategies such as Arizona Gives Day, Authors of Change annual donor event, quarterly donor thank you open-houses/zoom events, online auction, and other opportunities as they arise.
- Lead MWFB's outreach for the Arizona Charitable Tax Credit (AZTC), incorporate the AZTC into all other campaigns and initiatives, attend AZ Charitable Tax Credit Coalition meetings, stay apprised of changes to the tax law and communicate information to Development Team and donors.
- Reply in a timely fashion to donor inquiries and requests, providing an excellent customer service experience for MWFB's supporters.
- Support team in cultivating, soliciting, and securing gifts of varying size.
- Serve as a Make Way for Books representative at community events related to fundraising, networking events, and tabling opportunities to increase the visibility and awareness of MWFB and what we do as needed.

Specific Job Skills:

- Ability to build and maintain productive relationships with staff, donors, volunteers, community partners, and other supporters of Make Way for Books.
- Analytical mindset, with ability to draw strategic conclusions from donor data. Experience working within donor databases with the ability to extract, analyze, and present data effectively and consistently to support development and communications campaigns and strategies.
- Exceptional communication skills, including effective writing and public speaking with the ability to excellently represent Make Way for Books. Excellent interpersonal skills, interacts with a calm, professional, and a positive attitude.
- Highly responsive and thrives in a deeply collaborative team environment.
- Excellent attention to detail and consistent follow-through.
- Outstanding organizational skills, ability to prioritize, and ability to handle multiple projects simultaneously within deadlines.
- Excellent initiative, including the ability to lead and coordinate special projects.
- Excellent working knowledge of the ways donors can make charitable gifts, including cash, appreciated securities, real and personal property, charitable remainder trusts, bequests in a will or living trust, charitable gift annuities, etc.
- Excellent computer skills, specifically with Microsoft Office products, social media, SLACK, donor-tracking software utilized by MWFB.
- Ability to maintain donor confidentiality.
- Ability to work within established budgets.

Minimum Qualifications:

- Bachelor's degree, or an equivalent combination of relevant education and experience.
- At least two years of professional fundraising experience and a successful track record in personally cultivating, soliciting, and securing gifts.
- Demonstrated ability to work in a team-based organization.
- Possession of a valid driver's license and transportation as needed for off-site appointments.
- Proficient in Microsoft Office Suite, social media, and donor database software.
- Demonstrated ability to successfully set, track, review and meet fundraising goals for a non-profit organization, manage a budget, and allocate resources effectively.

- Demonstrated success in working with boards, volunteers, and developing relationships with donors.
- Commitment and passion for the MWFB mission, vision, principles, and core values.

Physical Demands/Working Conditions:

- This position requires a minimum of 40 hours per week and occasional weekends and/or evenings.
- Intermittent physical activity including bending, reaching and lifting heavy boxes; prolonged use of a computer. Able to work in diverse weather for outdoor events: heat, cold and wind.

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE ESSENTIAL DUTIES PERFORMED BY INCUMBENTS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO PERFORM OTHER JOB-RELATED TASKS OTHER THAN THOSE SPECIFICALLY PRESENTED IN THIS DESCRIPTION.

PRE-EMPLOYMENT SCREENINGS

Make Way for Books conducts pre-employment screenings for all positions, which may include a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Make Way for Books is an EEO/AA – M/W/D/V Employer.

Make Way for Books does not and shall not discriminate on the basis of race, color, ethnicity, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), citizenship, economic circumstances, disability, marital status, familial status, sexual orientation, veteran status, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of programs and services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors. All MWFB staff members are expected to join with and uphold this commitment.

To apply: Please e-mail a resumé, cover letter, and contact information for three references to ally@makewayforbooks.org. The interview process will include multiple interviews and a presentation. The position will remain open until a qualified candidate is hired. Please no phone calls.