

## Open positions:

### Development Coordinator

The Development Coordinator reports to the SVP, Director of Development and supports a busy fundraising team of four additional professionals. The team is responsible for raising \$8-\$10 million dollars annually from foundations, corporations and individuals to support the mission and work of The Partnership at Drugfree.org, a nonprofit 501(c)3 organization helping families in America lead healthy drug-free lives. The development coordinator is an important team member providing key administrative support on all development activities, including e-Giving and e-Marketing. The position in this expanding department is tailor made for a high energy individual interested in growing and developing his or her fundraising skills and competencies.

### Responsibilities

#### Donor Database - Raiser's Edge Management

- Maintain Raiser's Edge database and support development department with services such as:
  - Entering checks
  - Adding, editing and updating records
  - Generating acknowledgements and thank you letters for approval
  - Retrieving and processing online donations from Kintera and posting to Raiser's Edge

#### Board Liaison and Executive Support

- Be familiar with the Board of Directors, as well as sub-committees and their purpose.
- Support the President and the Executive Team in developing and executing new member orientation and other related development programs for board members.
- Collect and review all proposed agenda items for the Executive Board and obtain appropriate background information from department heads prior to the Executive Board meeting.
- In partnership with the President and the Executive Team, develop board/committee meeting schedule, agenda, and provides background materials for board deliberations.
- Oversee all planning and logistics around board support, including regular meetings, committee meetings and correspondence.
- Key Working Relationships:
  - Internal: President and CEO, Executive Leadership Team, Senior Directors and Directors
  - External: Board of Directors, Board prospects

#### Mailing and appeal coordination and support

- Assist with list retrieval, formatting and editing, letter merge, design assistance, print, stuff and mail, and record keeping for all mailings and appeal (Gala, Spring, Year-end and corporate appeal, brag sheets, midyear progress report, Bulletin and newsletters, and other mailings)

#### Online Fundraising

- Working with development, program and digital staff, create fundraising e-mails incorporating best practices, from draft to execution of content into Blackbaud Sphere (formerly Kintera) the online system.
- Basic knowledge of HTML a big plus
- Interface with digital team to assist in customizing campaign donation form, confirmation emails.

#### Combined Federal Campaign management

- Work with external contacts and field staff to file applications
- Secure information from finance department and attorney as needed
- Finalize and submit applications on schedule
- Keep director of development updated on progress and challenges

#### **Gala and other event support**

- Support gala staff
- Serve as captain for favor bag stuffing and journal insert stuffing (as needed)
- Research key individuals and organizations
- Provide assistance with list (editing mailing lists)
- Mailing (see mailing above)
- Follow-up phone calls
- Proofreading as needed

#### **General administrative support for the development team**

- Research and coordinate travel plans
- Provide planning assistance and back up support for meetings. Arrange for catered meals, set up conference calls and prepare presentations
- Download and copy e-documents, open and distribute mail, make and file copies of correspondence, documents, etc.
- Support as needed development of PowerPoint presentations and leave behinds, proofread documents
- Troubleshoot computer problems, as needed
- Deposit checks, providing copies and back up info to data base manager and finance dept
- Provide coverage and support for executive assistant to CEO & Chairman
- Research prospects for corporate, foundation, individual and gala as needed

### **Qualifications**

- At least 2-3 years of prior administrative experience.
- Preference will be given to candidates with a background in nonprofit organizations, and development departments in particular.
- Familiarity with Raisers Edge software a major plus.
- Excellent communication skills (verbal and written) required in order to interact with Partnership Board members, donors and other external constituents.

### **How to Apply**

The Partnership is an equal opportunity employer that values diversity in the workplace and encourages candidates of diverse backgrounds to apply. Interested candidates should send resume and cover letter including salary history via email to [jobs@drugfree.org](mailto:jobs@drugfree.org). No phone calls, please.

## Summer Intern - Digital Product Development and Public Affairs

The Partnership at Drugfree.org is seeking a student intern to provide editorial assistance for the Digital and Public Affairs teams. Set in a fun, fast-paced environment, the editorial-public affairs intern will work closely with Director of Content to produce content for our suite of parent-targeted websites and blogs found at drugfree.org and with our Public Affairs team on a range of public relations projects. This is a flexible, paid internship position for a NYC-based college student, about 20 hours per week.

### Responsibilities

Research, writing, copywriting, fact checking, and development of web content and press materials, blog posts and features, video content, e-communications, and enhancements to our suite of existing online resources and communities.

### Qualifications

The right candidate will be creative, energetic, reliable, hard-working, web savvy, team player and able to follow direction. Candidates should have exceptional writing, communications and research skills as well as a sharp editorial eye and solid proofreading skills; excellent attention to detail. We seek a self-motivated, self-starter, able to set and meet tight deadlines and work on multiple projects concurrently. Journalism/ Communications, English, Creative Writing and Public Relations majors are encouraged to apply.

### How to Apply

Please send a resume and brief writing samples to [jobs@drugfree.org](mailto:jobs@drugfree.org)