

PART-TIME DEVELOPMENT COORDINATOR

ETHOS Innovation Center | Elkhart, Indiana

Location: Elkhart, Indiana
Supervisor: Chief Executive Officer
Travel Requirements: 0-20% Local Travel Only
Schedule: Remote Optional; 24-30 Hours per Week
Start Date: By March 15, 2021

About ETHOS Innovation Center

ETHOS Innovation Center helps children and adults engage with science and technology through hands-on programs. We offer opportunities to connect science to everyday life through problem-solving, discovery, and critical thinking. We help classroom teachers and their students exceed benchmarks set by national standardized tests. Our professional development curriculum empowers teachers with techniques and tools to turn lessons into tangible, exciting concepts that students can touch, see, inquire about, and understand.

Position Summary

In direct partnership alongside the Chief Executive Officer, the Development Coordinator will play a critical role in maintaining and managing ETHOS Innovation Center's fundraising/resource development, marketing, and communications efforts. This unique opportunity is ideal for a multi-talented person who has a passion for nonprofit fundraising and marketing but who enjoys project management, planning, and supporting an executive's role in building external relationships. This role is a part-time, flexible schedule position with the ability for the Development Coordinator to choose to work remotely when there are no scheduled meetings or special events in the South Bend / Elkhart Region to plan or attend.

Duties and Responsibilities:

- ***Support CEO in Cultivating Relationships:*** Support the Chief Executive Officer's efforts to manage and steward relationships with donors and stakeholders. Prepare and send acknowledgment letters. Develop an ongoing stewardship program for donors, stakeholders, and prospects. Coordinate and execute special mailings, including holiday cards, an annual report, and public relations campaigns.
- ***Prospecting and Fundraising:*** Research and identify potential partners and donors. Locate key contacts within our networks to facilitate connections and advance relationships. Identifying, executing, and managing fundraising opportunities for the organization, including in-kind donations, online campaigns, annual campaign, corporate and foundation grants, and special events. Create mission-based, donor-centric appeals and recognition strategies distributed through a variety of channels including personal contacts, direct mail, email marketing, social media, and other correspondence.
- ***Database Management:*** Maintain development and records in Donor Perfect. Ensure overall data integrity. Run reports, synthesize information, and share frequent updates about current and prospective investors with the Chief Executive Officer.

- **Communications Campaigns:** Research and write blog posts, articles, monthly e-newsletter, and other communication materials highlighting the accomplishments and insights related to our mission, partners, and the field of STEM Education and innovation efforts throughout our region. Build national brand awareness and recognition by telling compelling stories in print and digital media. Write and send press releases to local media.
- **Social Media and Digital Marketing:** Create, manage, and grow ETHOS's online presence through our website, e-newsletter, blogs, and social media accounts. Design and implement a thoughtful, engaging social media strategy focused on growing our network of followers.

Preferred Qualifications

- The Development Coordinator will be a motivated self-starter with 1-5 years of directly relevant work experience.
- Willingness to go the extra mile independently with very little direction in a startup-like environment.
- Exceptional interpersonal skills and a commitment to representing ETHOS with enthusiasm and professionalism.
- Outstanding written and verbal communication and storytelling skills.
- Creative and innovative disposition, comfortable with change and bringing forth new ideas and ways of doing things.
- The capacity to multitask and manage multiple projects with competing deadlines.
- Experience using Donor Perfect preferred, experience using Bloomerang, Raiser's Edge, Network for Good, Salesforce or other donor database CRMs or comfort with learning technology and database systems desired.
- Proficiency with PowerPoint, Excel, Word, and Google Drive.
- Experience and interest in social media management including Facebook, Twitter, LinkedIn, Instagram, and YouTube.
- Knowledge of Hootsuite, Buffer, or other similar posting management tools.
- Proficiency and interest in e-mail marketing software such as MailChimp, Constant Contact, Emma, or Campaign Monitor.
- Experience using various graphic design tools including InDesign, Photoshop, Prezi, Canva, and other multimedia tools.

Compensation

\$20,000-\$25,000 Annually. Salary to commensurate with experience and skills.

How to Apply

Please email your resume and cover letter to hr@ethosinc.org noting "Development Coordinator" in the subject line. Cover letters can be addressed to Jim Finan, Chief Executive Officer. In your letter, please speak directly to your experience as related to the qualifications and role described above. Applications without a cover letter will not be considered.

Position will remain open until filled.