

Title: Development Coordinator
Status: Full Time/ Exempt
Salary: \$40,000
Reports to: Chief Executive Officer



The 100 Club of Illinois provides resources, several forms of financial support, access to training, and moral support to both the families of first responders killed in the line of duty and active duty first responders throughout the state of Illinois. All sworn federal, state, county and local first responders stationed in Illinois are included.

The Development Coordinator contributes to the program and fundraising strategies that significantly expand the outreach base of the organization. Working in close coordination with the Chief Development Officer (CDO) and Development Director (DD), the Coordinator supports fundraising efforts. We are looking for an entry to mid-level fundraising and development professional who is excited by our mission and furthering their career in non-profit fundraising.

This position is attached to the Chicago office and requires regular in-person and in-office work, including:

- 100 Club Events (many of which take place at night)
- Staff team meetings
- Third party events (many of which take place at night or during weekends)
- Donor meetings

Specific Responsibilities Include:

Donor Management (40%):

- Manage donor database: record gifts, update contact information, and generate reports.
- Prepare donor acknowledgements as well as documentation, updates and acknowledgements of gifts made in memoriam or in honor.
- Execute annual Pin Up campaign. Solicit and secure new locations and build relationships with business owners to increase campaign revenue.
- Provide administrative support for the 100 Club Young Professional Board.
- Maintain Raisers Edge records alongside Project Coordinator.

Events (40%):

- Manage all third-party events. Coordinate staff/volunteer needs, supplies, and follow-up
- Alongside Development Director, coordinate event logistics including print and online communications, vendor assignments, event materials, invoicing, table assignments, and registration.
- Provide administrative support for fundraising events and campaigns, including website management, creating flyers and other marketing materials, verbiage for monthly E-Memos, and social media content.
- Alongside Project Coordinator, create and execute branded merchandise through relationships with vendors
- Manage and secure volunteers for 100 Club development and programmatic events. Work with Program Coordinator to determine volunteer needs for programmatic events.

Relationship Management (20%):

- Attend and serve as point of contact for all third-party events, many of which take place on nights and weekend.
- Manage relationships with 100 Club family contacts and community members related to 100 Club events.

Minimum Requirements:

- Bachelor's degree in a related field, or an equivalent combination of education and experience
- Previous experience in a development support role
- Excellent interpersonal and communication skills
- Excellent verbal and writing skills
- Strong organizational skills and attention to detail
- High level of proficiency in the Microsoft Office suite
- High level of proficiency in the Adobe suite
- Orientation toward teamwork with the ability to work independently with limited supervision in a dynamic work environment
- Empathy and passion for law enforcement, fire and emergency services
- Strong understanding of the 100 Club of Illinois mission and enthusiasm for building support for its programs
- Upbeat approach to working with/for constituents

Core Competencies (Requirements):

- Teamwork: Work together with others and help others to work cooperatively to accomplish objectives
- Attention to Communication: Deliver clear, effective communication and take responsibility to understand others
- Service Orientation: Commit to satisfying internal and external clients
- Interpersonal Awareness: Elicit, notice, interpret and anticipate others' concerns and feelings
- Initiative: Proactively identify, act on and see through opportunities and pitfalls
- Results Orientation: Focus on desired results and set and achieve challenging goals
- Concern for Quality: Monitor work, systems and processes and take action to ensure they meet or exceed standards
- Flexibility: Respond quickly to change and easily consider new approaches
- Stress Management: Maintain performance and self-control under pressure.
- Integrity and Truth: Gain the trust of others by taking responsibility for own actions and telling the truth

Please email resumé and cover letter to:
Caitlyn Brennan, cbrennan@100clubIL.org