



Title: Development Coordinator, Chicago

Reports to: Vice President of Development, Midwest

Type: Full-time/Exempt

Location: Chicago, IL

To Apply: Please send a resume and cover letter to DevelopmentJobs@buildon.org

Overview of the Organization

buildOn is a not for profit organization working to break the cycle of poverty, illiteracy and low expectations through service and education. buildOn runs intensive community service and service learning programs in 44 high schools across the U.S. and empowers youth to contribute direct service to their communities – working with senior citizens, the homeless population and younger children. Through buildOn, students learn to see themselves as the solution, not the problem. They elevate expectations for their communities and themselves. And they develop the character, grit and determination they need to succeed. **97% of buildOn students in the U.S. not only graduate from high school, they go on to college!** These same students help build schools in some of the economically poorest countries in the world, bringing access to education to hundreds of communities. buildOn students have contributed more than 1.9 million hours of service in the U.S., and have helped build more than 1,122 schools in Burkina Faso, Haiti, Nepal, Nicaragua, Malawi, Mali, and Senegal.

Overview of the Role

buildOn seeks a dynamic, dedicated, and exceptionally organized **Development Coordinator** to join our Midwest Development team. The Development Coordinator will support Chicago's fundraising efforts to transform investors from passive philanthropists to active partners, supporting innovative fundraising campaigns to increase revenue. The ideal candidate will have significant opportunities to assume responsibility across a wide range of fundraising, stewardship & relationship building, communications, and administrative management activities designed to create a sense of urgency with our partners and potential partners to fully fund all buildOn programs.

Reporting to the Vice President of Development, Midwest, you will be an integral part in engaging strategic partnerships that will help achieve buildOn's aggressive fundraising goals. The Development Coordinator must have the ability to articulate buildOn's mission to new and current donors by working closely with the program team. Organization skills are also a big must, as the development coordinator often handles multiple administrative and project-based tasks at once. This is a great opportunity for an entrepreneurial yet process-oriented professional who enjoys thinking creatively to expand revenue opportunities and build a robust pipeline of donors. He/she must have superb organizational, interpersonal and communications skills necessary to capture and represent buildOn's unique voice and business model. If you are looking to jump start a career as a fundraising professional with a passion for buildOn's mission, this is an amazing career opportunity that serves as the catalyst for a successful career in non-profit fundraising and relationship management for the right candidate.

Key Responsibilities

- Support strategies for solicitation that will grow annual revenue from individuals, corporations & foundations.
- Provide administrative and stewardship support to expand current mid-level gifts with a greater focus on funding for buildOn U.S. programs.
- Empower all mid-level donors to solicit company participation in the buildOn's Immersion Experiences: Partnership Programs, 36 Hours, and buildOn Treks.
- Strategically create a pipeline of individual and mid-level gift prospects through targeted outreach, leveraging the buildOn Immersion Experience Platform: Partnership Program, 36 Hours and buildOn Treks.
- Target professional networks, diversity and inclusion groups as a unique point of entry for new prospects.
- Work collaboratively with the Chicago buildOn U.S. Service Learning Program team to advance fundraising goals.
- Partner with Marketing to engage more corporations in the buildOn Journey from awareness to advocacy with a strong focus on the buildOn's Immersion Experience: Partnership Program, 36 Hours, and buildOn Treks.



- Support buildOn's regional funding model for our Service Learning programs in Chicago, as well as our buildOn Global school construction program.
- Support the Vice President of Development, Midwest on the buildOn Dinner and other administrative and regional special events.
- Attend networking events with the VP of Development, Midwest to increase professional network, cultivate and enhance relationships and partnerships.
- Demonstrate your ability to multi-task, be strategic, entrepreneurial and a savvy relationship builder.
- Analyze supporter data to find new opportunities, ensure all activities are measurable to drive efficiencies and maximize results.
- Demonstrate the ability to organize and manage the logistics for large-scale special events.
- Fill pipeline of foundation prospects through outreach to current stakeholders, boards, and networks.
- Research global, national and regional foundations whose funding aligns with our work.
- Essential Duties and Responsibilities are: Business Development (40%) Administrative Management (15%) Communications management (15%) and Event management (30%).

Qualifications

- Earnest and sincere commitment to buildOn's Mission and Core Values.
- buildOn Alumni preferred.
- Bachelor's degree in relevant field required.
- 2-5 years of relevant work experience.
- Excellent written and verbal communication skills, project & time management skills.
- Exceptional organizational and planning skills, plus superb attention to detail is a must.
- Ability to prioritize, multi-task in fast-paced environment and follow through with minimal direction.
- A successful track record in cultivating and building relationships with strong follow through.
- Experience working with fundraising and young professional boards a plus.
- Ability to track all communications and donor activity in a (CRM) program, specifically Salesforce for non-profits is a must.

buildOn is an Equal Opportunity Employer. For additional information, please visit our website at www.buildOn.org