

## **Development Coordinator**

JDRF is the leading global organization focused on type 1 diabetes (T1D) research. JDRF's goal is to progressively remove the impact of T1D from people's lives until we achieve a world without T1D. JDRF collaborates with a wide spectrum of partners and is the only organization with the scientific resources, policy influence and a working plan to bring life-changing therapies from the lab to the community. As the largest charitable supporter of T1D research, JDRF has invested nearly \$2B in research over the past 45 years and is sponsoring scientific research in 17 countries worldwide. For more information, please visit <http://www.jdrf.org>

As a JDRF team member, you can look forward to interesting and challenging work, building strong relationships with fellow staff and our network of volunteers, and having a meaningful impact on the lives of everyone affected by this devastating disease.

The Austin Chapter plays a vital role in JDRF's success, with annual revenues of around \$2M+. The Chapter has a strong Board of Directors as well as volunteers who are actively engaged and passionate supports of JDRF.

### **Job Description**

The Development Coordinator role is an opportunity to join a strong Chapter team and work closely with the Development Director, Executive Director and local leadership, regional teams and an outstanding group of volunteers to increase the reach and impact of the Chapter.

This position is responsible for community engagement and fundraising. This includes organizing and expanding the JDRF Community Outreach Program resulting in increased constituent engagement and supporting peer-to-peer fundraising efforts.

The Development Coordinator will evaluate, and expand campaigns that build and strengthen links to potential and existing volunteers and donors and grow the Chapter's revenue through increased corporate, individual, volunteer, and other community involvement. He or she will organize and coordinate appropriate committees with volunteers to expand fundraising and non-fundraising programs.

### **RESPONSIBILITIES:**

#### **Outreach/Community Engagement**

- In partnership with the Executive Director, Development Director and Board of Directors, develop and implement outreach programming.
- Work in conjunction with other staff as needed to ensure outreach presence and impact at all events.
- Type One Nation staff lead; organize event, volunteers and programming in its entirety

- Network with the diabetes professional healthcare community and diabetes pharmaceutical sales representatives to market JDRF outreach programs.
- Work with chapter Development Director and others as appropriate to identify, recruit and develop volunteers for leadership and support roles in implementing JDRF outreach programs.
- Work within budget to ensure that the program is fiscally responsible and assists with local grant resources to fund outreach projects.

### **Fundraising**

- Help develop and implement strategies for chapter fundraising activities to sustain continued growth, maximum penetration of core market areas and opportunities for expansion where appropriate.
- Manage and continually develop assigned volunteer committees providing leadership, cultivation, acknowledgement, material support, and assistance in building and implementing committee plans.
- Lead One Walk peer-to-peer family team fundraising efforts, approx. \$500,000+. Implement all One Walk communications and marketing with a focus on donor experience.
- Recruit, lead and steward One Walk Family Team coaches committee and One Walk participants
- Maintain accurate and complete financial records for campaigns, and help ensure that the logistics and budget/timelines are met for campaigns.
- Utilize social media to increase visibility and promote programs and events
- Identify and cultivate potential new board members. Make recommendations about development to the Chapter Executive Director
- Assist in identifying, cultivating and stewarding donors.
- Ensure personal accountability for meeting deadlines and responding to volunteers and other department requests.
- Recruit and supervise volunteers to ensure that the chapter has the needed assistance for fundraising and non-fundraising activities as assigned.
- Perform other duties as assigned by his/her immediate supervisor

### **Qualifications**

- Minimum of 2-3 years of fundraising experience or relevant business/volunteer experience.
- Peer-to-peer fundraising a plus.

- Excellent written and oral communication skills required. Proficiency with computer programs is required.
- Must have a general understanding of fundraising and organizing community initiatives.
- Ability to interface with all levels of staff and volunteers.
- Experience with computer systems and databases. Proficient in Microsoft Office.
- Effectively able to multi-task, establish priorities and work in a fast paced environment. Highly efficient in time management and can meet deadlines under pressure.
- Ability to travel locally required. Occasional overnight travel as needed.
- Evening and weekend work required as needed.
- Must be a self-starter while also being collaborative and an amazing team player!
- Bachelor's degree preferred or equivalent experience required.

**Additional information**

If you'd like to join our team, please submit your resume and cover letter with salary requirements to JDRF by clicking the job URL <http://smrtr.io/15BDRw>

No Phone Calls Please. Only those candidates who meet our qualifications will be contacted. No staffing agencies please.

JDRF is an Equal Opportunity Employer