



Development Coordinator

About the Institute for Nonprofit Practice

The Institute for Nonprofit Practice (INP) works to ensure that the nation's most promising nonprofit, public sector, and social impact leaders have the skills, knowledge, networks, and confidence to effectively lead, advance justice, and build a more equitable future for all. INP offers a suite of resources and programming for leaders at all stages in their careers, including equity-focused management and leadership development, community convenings, network building, and robust alumni programming, all designed to build upon the knowledge, financial, and social capital of leaders who want to lead transformative work effectively.

An intentional and wide-reaching focus on diversity, equity, inclusion, and belonging is core to INP's mission and is part of every aspect of the organization's work. At present, 70% of INP faculty, staff, and participants identify as BIPOC (Black, Indigenous, People of Color).

Behind INP's award-winning programming to develop leaders and advance their organizational missions is an organizational culture that is thoughtful and attentive to its staff and faculty. A strong sense of community and values are key aspects of what make working at INP unique.

After nearly 15 years of success in the Northeast, INP has expanded to further meet the need and demand for equity focused capacity building and leadership development across the country. With sites in the Northeast, Midwest, and West Coast, INP now serves over 6,500 social impact leaders from over 1,000 distinct organizations annually.

For more information on the Institute for Nonprofit Practice, visit www.nonprofitpractice.org.

Position Summary

The Development Coordinator will bring an existing foundation of development experience to the team and provide essential support to ensure INP is able to reach our ambitious fundraising goals. This role will join our team of development professionals and focus on prospect research, meeting preparation and follow-up, drafting key correspondences, processing donations and ensuring timely gift acknowledgment, and supporting our annual cycle of fundraising campaigns and events. The Development Coordinator must be able to integrate with the team, assess needs, and interact with a wide variety of internal and external constituencies at varying leadership levels.

Reporting to the Director, Development Operations, the Development Coordinator will ensure INP's development team is well supported with the information and materials required to manage the critical relationships we build with our partners and supporters. Success in this role requires exceptional attention to detail and a commitment to excellence. This is a full-time, exempt position.

Essential Functions

- Provide administrative support to the development team regarding all aspects of meeting management including: research, preparing materials, drafting strategies and talking points, coordinating meeting confirmation and follow-up activities, and capturing meeting downloads.
- Draft, print, assemble, and mail timely donation acknowledgment letters to all donors following the appropriate templates and guidelines.
- Maintain INP's online donation processing system and giving page(s).
- Draft email correspondences for senior leadership to support stewardship and cultivation of donors and prospects.
- Conduct prospect research and elevate funding opportunities related to INP's work.
- Utilize Salesforce and our content storage platform to log and maintain detailed records of development activities.
- Partner with the Director, Development Operations to coordinate and execute the "moves management" activities that drive mutually-agreed upon cultivation and solicitation strategies for donors and prospects.

Additional Responsibilities

- Support the creation and dissemination of appeals both in print and via various platforms such as Eventbrite, MailChimp, Paperless Post, etc.
- Attend select development strategy meetings and serve as primary note-taker to log and identify next steps.
- Support with logistics associated with multiple special events, including the creation of invitation lists, mailings, registration management, vendor communication, special guest management, event promotions, and post-event follow-up.
- All other duties as assigned.

Skills and Qualifications

- Authentic passion for INP's mission and desire to foster practices incorporating diversity, equity, inclusion, and belonging.
- 1-2 years of professional experience in a nonprofit organization. Prior development experience required.
- Exceptional organizational skills are required, coupled with an established track record of meeting deadlines in a professional environment.
- Superior writing, interpersonal, and communication skills.

- Strong organizational, multitasking, and problem-solving skills with the ability to work independently as well as part of a team.
- Experience working with customer relationship management systems, preferably Salesforce.
- Strong computer skills within Google Workspace and Office 365 environments with the ability to learn new software applications.
- Open to occasional travel to attend meetings and events as needed.

**The above is intended to describe the general content and requirements of work being performed by people assigned to this classification. It is not intended to be an exhaustive statement of all duties, responsibilities, or skills required of personnel so classified.*

Compensation and Benefits

INP offers a competitive salary for all staff positions. The exact salary that will be offered to the Development Coordinator will be determined based on a consideration of the successful candidate's skills, experience, and geography and aligned with INP's compensation policies. *Salary Range: \$45,000-\$56,500.*

The Institute for Nonprofit Practice offers an attractive benefits package including health, dental, and vision coverage and a retirement savings 401(k) plan. In addition, and at present, we offer 15 days of paid vacation for new team members, ten paid holidays, and a winter holiday break for all employees, professional development opportunities, and more.

The Institute for Nonprofit Practice is a Compact Signer for the 100% Talent Compact, which is administered by the Boston Women's Workforce Council, a unique public-private partnership between the Boston Mayor's Office and Greater Boston employers dedicated to eliminating the gender and racial wealth gap. We are proud to be part of this first-in-the-nation approach to reaching pay equity for women and people of color across our region.

Physical Requirements

Currently, the Institute for Nonprofit Practice team is working remotely based out of an abundance of caution for the health and safety of our community. We plan to reopen our offices in the spring of 2022. While this is a hybrid in-person and remote position, following the office reopening, this position will be required to support in-office work frequently (approximately 3 days each week), either in our headquarters office in Dedham, MA or a working space in lower Manhattan, NYC. Travel may be required for 2-4 in-person events annually.

To Apply

Our hiring process aims to open this opportunity to the most diverse group of applicants possible while also increasing transparency to candidates and mitigating bias in the decision-making process.

Please send resume and cover letter to jobs@nonprofitpractice.org. Materials may be addressed to Claudia Frazer, Director, Development Operations. Please include "Application for Development Coordinator" in the subject line.

The Institute for Nonprofit Practice is an equal opportunity employer fully committed to creating an environment and team that represents various backgrounds, perspectives, styles, and experiences. All are encouraged to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.