

Bread & Roses Community Fund seeks Development Coordinator

Do you love creating and maintaining systems? Are you known for your attention to detail? Are you a database maven? Do you value developing authentic relationships with a diverse range of people?

Bread & Roses Community Fund is a social justice fund and the Philadelphia region's leading funder of grassroots organizing for racial, social, and economic justice. Our slogan is, "change, not charity," and our goal is radical transformation of individuals and society. Since 1977, we have been connecting donors and organizers to move money to grassroots organizing for real change. We also provide training to movements for change, and work to build community across differences of race and class. Each year we raise every dollar that we give out in grants, and community members decide where that money goes.

The development coordinator supports fundraising from individual and institutional donors. The person in this position is responsible for maintaining the data and information systems related to development. In partnership with the development team, the development coordinator will envision and implement donor cultivation and stewardship strategies. This position reports to the director of communications & development.

Key responsibilities

Donor Relations

- In coordination with the development team, create and implement strategies for donor cultivation, stewardship, and engagement.
 - Use a donor-centered, customer service approach to create and advise on donor protocols and create and implement new systems as needed.
 - Support the creation of a Giving Project alumni stewardship program, a monthly giving program, a planned giving program, and other programs and campaigns.

Development Administration

- Manage constituent relations databases and any affiliated files.
 - Enter data, maintain data integrity, sync to other databases.
 - Perform or coordinate updates to databases and other systems as needed.
 - Manage and pull lists for mailing, invitations, newsletters, outreach, or similar activities.
 - Prepare fundraising reports, charts, analysis, and research for programs and campaigns and assist with data analysis.
- Process all incoming gifts, including database entry, funds transfer, bank deposit, and acknowledgment.
 - Contact donors to clarify information when needed.

- Keep updated physical and digital files of gifts per internal policies.
- Work with the finance department to ensure that all development income records match organizational records.
- Coordinate and confirm matching gifts.
- Manage inventory of all fundraising-related materials, supplies, and giveaways.
- Oversee and conduct donor research.
 - Conduct detailed research on individual and institutional donors using a wide variety of biographical, organizational, and financial sources, including databases, websites, library and government sources, and other information sources.
 - Analyze and synthesize research to assess financial capacity, philanthropic tendencies, and giving propensity. Evaluate research results in partnership with the director of communications & development to plan and implement further research, cultivation, and stewardship.
- Contribute to planning and successful execution of all fundraising events, including Tribute to Change, Change Ride, house parties, happy hours, and other events.
- Manage up and across as necessary to meet goals and objectives and ensure timely completion of tasks.
- Other duties as assigned.

Required skills and experience

- **Solid fundraiser:** Fundraising experience, preferably with individual donors, paid or volunteer and with a community organizing mindset.
- **Database experience:** data entry, report creation, advanced queries, and solid understanding of data integrity. Extraordinary attention to detail.
- **Event management:** Experience planning a variety of events from start to finish. Strong project management skills and follow-through.
- **Customer service approach:** Demonstrated ability to authentically build trust, credibility, and goodwill with a wide range of audiences and across race and class.
- **Mission alignment:** Shares our vision of liberation for all people and our theory for change of movements as the key strategy to get us there.

Occasional evenings and weekends are required.

Location

This is a full-time position based in Philadelphia. Our programs are still operating remotely, but this position requires frequent work in the office. We have strict COVID-19 safety protocols in place, and we revisit and update them in accordance with city, state, and federal guidelines.

Compensation

The salary is \$45,000; benefits package includes generous paid time off, 100% employer-paid health, dental, and vision coverage, STD, LTD and life insurance, FSA for health and childcare

expenses, an employer paid health and wellness fund, student loan repayment assistance, 401(k) with 5% employer match after the first year, and more.

How to Apply

We strongly encourage Black people, indigenous people, people of color, women, trans/non-binary people, LGBTQ people, elderly people, formerly incarcerated people, and people with disabilities to apply.

Email resume and cover letter as one pdf to jobs@breadrosesfund.org with the words "development coordinator" in the subject line. No phone calls, please. The deadline to apply is February 4, 2022. We appreciate all applicants, but we can only respond to those best qualified for the position.