



JOB DESCRIPTION – DEVELOPMENT COORDINATOR

EverThrive Illinois works to achieve reproductive justice in the health care ecosystem through community-driven partnership, policy action, and systems change. We envision a just and affirming health care ecosystem where individuals, families, and communities can thrive. Our work is rooted in our core values of reproductive justice, anti-racism, centering the most impacted, and bold and transformative action.

For the last 10 years, EverThrive Illinois has successfully secured \$1.5 to \$2 million annually in foundation, corporate, and government grants and contracts. In FY23, fundraising revenue accounted for about 6% of overall revenue. Our ambition is to reach 15% of revenue from fundraising within 5 years. The Development Coordinator will work with the Development Director to execute a comprehensive fundraising strategy to meet EverThrive Illinois's fundraising goals. The Development Coordinator will assist in managing a donor database, processing gifts, running queries, and supporting events, campaigns and grants. The position serves as the primary database integrity and gift processing resource for the department. In this position, you bring a strategic mindset, exemplary organization, attention to detail and a strong background in donor database management. The Development Coordinator will report directly to the Development Director.

The Development Coordinator will work with a diverse group of stakeholders and demonstrate cultural competency while representing EverThrive Illinois is key. Although this role requires supporting the organization on many levels and a great deal of time management, organization and commitment, it is a highly rewarding opportunity that will position you to collaborate with great people and help create life-altering experiences for individuals and families throughout Illinois. The organization is seeking a fundraiser with an entrepreneurial spirit who is committed to the organization's mission to grow our development program.

RESPONSIBILITIES

- Monitor incoming mail and online gifts and accurately process gifts, ensuring that the required documentation package is complete and accurate
- Draft and prepare printed acknowledgement within established deadlines
- Maintain a current library of acknowledgments and receipts in both letter and email form; work with Development Director to update each as needed throughout the year to maintain relevancy and freshness.
- Donor database oversight including adding, reviewing, and maintaining constituent records and gifts, data entry and data clean up as needed, monitoring and purging duplicate records, and performing import and exports of donor data
- Improve the quality of constituent data, and accurately incorporate new and updated information into the database on a continuous basis
- Run donor database reports including mailing lists
- Reconcile monthly database gift records with Finance department accounting records
- Review the system for data inconsistencies and work with the Development Director to implement strategies to improve data cohesiveness and alignment with both development goals and the accounting system
- Develop and run reports on the status of all outstanding commitments, generate pledge reminders, generate monthly invoices, make adjustments and write offs at the direction of the Development Director as needed
- Assist the Development Director with In-Kind donation opportunities
- Support the grant process with reports and managing the grants spreadsheet
- Update board commitment trackers monthly
- Other development duties as assigned

Special Events and Fundraising Campaigns

- Assist with direct mail campaigns in email platform; ensure that contact lists within platform are adequately maintained. Work with Development Director and Communications to create print and electronic collateral.
- Participate in event committee and perform event-related tasks, including: managing auctions and raffles, venue search, solicitations for needed items, maintenance of sponsorship information, assisting with preparing event materials, assist with updates to general website and event platforms, event reminders, and other tasks as needed.

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- Ensure day-of items are in place, including registration and marketing materials.
- Along with the Development Director, coordinate personnel needed for events as well as help recruit and manage volunteers.
- Coordinate event wrap-up tasks, including acknowledgments, distribution of auction items, and final reporting.
- Represent the organization as needed at events.

QUALIFICATIONS

- Associate or bachelor's degree in business administration, or equivalent work experience required
- One to three years related experience; working knowledge of donor database software required, including queries and exports, system configuration and administration
- Basic understanding of fundraising and donor stewardship concepts
- Proficiency in donor database management
- Ability to prioritize and deliver projects on time
- Knowledge of general office procedures and practices sufficient to respond to questions or requests concerning the input, maintenance, retrieval, and distribution of development/program information
- Proficient in Microsoft Office Suite applications
- Excellent word-processing skills and knowledge of automated systems, relational database report formats, etc., appropriate to maintaining gift and other administrative records
- Ability to plan and conduct day-to-day work independently, referring concerns to Development Director
- Perform a range of clerical and administrative functions for the office including recording, retrieving, and distributing gift information, and generating pre-defined reports. Duties involve storage and retrieval of confidential data in a clear and concise format
- Organization and attention to detail
- Knowledge of IRS standards on donations is strongly preferred
- Major event experience preferred
- Creative design ability is a plus

TALENTS AND COMPETENCIES

- Takes independent actions
- Presents data effectively
- Reacts well under pressure
- Acts in accordance with organization mission, vision, and values
- Resolves problems in early stages

EverThrive Illinois is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. **The salary range for this position is \$50,000-\$55,000 based on experience and qualifications.**

Comprehensive health and disability insurance, a retirement plan, and generous paid time off are provided including the week of July Fourth and the business days between Christmas and New Years. This is a hybrid position but will require residence in the Chicagoland area based on the duties of this role. The EverThrive Illinois office is located in the Chicago South Loop, and an in-office schedule will be set with the Development Director. [Learn more about our organizational culture and benefits here.](#)

Please send a resume and cover letter to resume@everthriveil.org. Subject Line: Application for Development Coordinator. No phone calls please.

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