



JOB DESCRIPTION – DEVELOPMENT COORDINATOR

EverThrive Illinois works to achieve reproductive justice in the health care ecosystem through community-driven partnerships, 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 just under \$3 million annually in foundation, corporate, and government grants and contracts. In FY24, fundraising revenue accounted for about 4% of overall revenue. Our aim is to reach 15% of revenue from fundraising within 5 years. We are seeking a fundraiser with an entrepreneurial spirit who is committed to the organization's mission to grow our development program. The Development Coordinator will report directly to the Development Director and assist in executing a comprehensive fundraising strategy to meet EverThrive Illinois' fundraising goals.

Serving as the primary database integrity and gift processing resource for the department, the ideal candidate will bring a strategic mindset, exemplary organization, attention to detail, time management skills, and a strong background in donor database management. Your ability to work with a diverse group of stakeholders and demonstrate cultural competency while representing EverThrive Illinois is key to your success. Although this role requires supporting the organization on many levels and requires a high degree of commitment, this is an extremely rewarding opportunity that will position you to collaborate with great people and help create life altering experiences for individuals and families throughout Illinois.

RESPONSIBILITIES

Record Keeping, Data Entry, and Database Management

- Manage online and mailed gift processing in DonorPerfect, including processing donor data from source documents, creating and updating donor records, assigning gifts to general ledger and campaign allocations, and ensuring accuracy of all data.
- Produce donor acknowledgments and receipts and adhere to established acknowledgement deadlines; work with the Development director and Communications Department to maintain a current and relevant library of receipt letters.
- Follow and refine procedures for processing pledges/gifts for all campaigns, including reporting on outstanding commitments, generating monthly pledge reminders and invoices, and adjusting pledge accounts or write offs at the direct of the Development Director.
- Management of the DonorPerfect database including constituent record updates, maintaining established coding structures, and performing regular data health checks.
- Build complex queries and reporting structures as needed for appeals, internal and inter-department functions, and board reporting. Regularly maintain fundraising dashboards and board commitment trackers. Assist the Finance Department with monthly and annual data reconciliations.
- Respond promptly to and resolve revenue-related customer service inquiries from external and internal customers.

Special Events, Fundraising Campaigns, and Grant Support

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- Assist with the coordination of all fundraising events including logistics, committee management, creation of materials, management of auctions and raffles (including securing items), and maintenance of sponsorships. Work with the Development Director, board members, and volunteers in the solicitation of sponsors/donors for the event.
- Assist with web content management for fundraising campaigns, appeals, and events, and manage online giving forms/subscriptions.
- Assist with direct mail campaigns in Constant Contact; ensure that contact lists within the platform are adequately maintained and are in sync with adjacent systems. Work with the Development Director and Communications Department to create print and electronic collateral.
- Represent the organization as needed at events.
- Support the Development Committee as needed.
- Assist with smaller grant writing (under 10K) and assist with proofreading and submissions for larger proposals written by our grant consultants and the Development Director. Assist the Programs Department with grant submissions for government grants. Coordinate grant reporting for general operations grants, including revisions and submission. Maintain internal grant tracking systems.
- Assist with special projects and other duties as assigned.

QUALIFICATIONS

- Associate or bachelor's degree in business administration, or equivalent work experience required
- One to three years' related database experience; proficiency in donor database management is required, including queries, reporting, imports and exports; relational database systems configuration and coding structures; and overall administration.
- Prior experience with nonprofit fundraising and donor stewardship concepts; comprehensive knowledge of IRS donation standards is strongly preferred.
- Knowledge of general office procedures and practices sufficient to respond to questions or requests concerning the input, maintenance, retrieval, reporting, and distribution of development/program information, including storage and retrieval of confidential data in a clear and concise format.
- Proficient in Microsoft Office Suite applications; including demonstrated word processing skills; PowerPoint, Teams, and other applications; and knowledge of Excel at an advanced basic or intermediate level.
- Ability to plan and conduct day-to-day work independently, referring concerns to the Development Director. Ability to prioritize and deliver projects on time. High degree of organizational skills and attention to detail.
- Major event experience preferred; creative graphic 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

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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.