Position Description
Development Coordinator
Sibling Leadership Network

Background

The Sibling Leadership Network (SLN) is a national nonprofit organization dedicated to providing siblings of individuals with disabilities the information, support, and tools to advocate with their brothers and sisters and to promote the issues important to them and their entire families. For more details visit the SLN website at www.siblingleadership.org.

Position Overview

The Sibling Leadership Network seeks a part-time Development Coordinator. This person will help with two areas of revenue generation within the organization: grants as well as individual/corporate donors. This person will work directly with the SLN Executive Director and Associate Director to identify grants and other fundraising opportunities. Also, other development/administrative duties may be requested as needed. This position works remotely.

Duties and Responsibilities:

- Develop, promote, and track fundraising campaigns
- Send donor correspondence
- Research grant opportunities, draft proposals, track grants submitted, and draft required reports
- Research fundraising databases
- Maintain donor database, including contact updates, gift entry and reporting
- Research corporate giving opportunities and assist with materials
- Attend a monthly 1-hour staff meeting by Zoom during weekday work hours

Qualifications:

- Experience in development (ie. grant writing and fundraising)
- Excellent written and verbal communication skills;
- Eager and quick to learn new technology and skills related to job duties
- Comfortable working remotely and communicating via phone, email and video calls
- Excellent organizational skills, planning capability, and attention to detail;
- Experience with fundraising databases a plus;
- Comfortable working with Google Suite, including Google Drive, Docs, and Sheets, with knowledge of file organization and sharing capabilities

This is an hourly part time position, estimated at about 5-10 hours per week. Work schedule is flexible. Hourly wage $20-25 per hour. Position will start January 2022.

Application Process

If interested, please contact Amy Halm, SLN Associate Director, at Amy.Halm@siblingleadership.org by November 29th. Please include an updated resume, a cover letter describing why you would be an asset to the organization.