



Every Child. One Community. Cradle to Career.

Job Opening Announcement | Development Coordinator (Exempt)

Position Description

Under the direction of our Director of Development, the Development Coordinator will deepen the efforts of the Foundation for Tacoma Students to secure financial support that serves our mission to help every child achieve success from cradle to college and career. Those responsibilities include supporting in the areas of Grants, Sponsorships, Individual Giving/Major Gifts, and Events. This position has primary oversight of development administrative and data management systems, grant management, and coordination with the FFTS staff.

This position requires excellent communication and interpersonal skills and ability to provide information and service to a wide range of internal and external contacts. Requires knowledge of the standard office policies and procedures and may include responsibility for executive office management as appropriate.

RESPONSIBILITIES

Grant Coordination

- Assist Development Director to coordinate grant tracking and meet grant submission and reporting deadlines.
- Assist in the creation of supplemental documents and/or presentations as required for grant applications, reports and/or awards.
- Track and monitor on a monthly basis all deadlines regarding contracts, grants, and corporate/individual donors ensuring that deadlines are met.
- Produce reports, update workflow dashboards, and track stewardship/solicitation tasks to accomplish grant/donor cultivation goals.

Development Coordination and Support

- Provide administrative support and coordination for donor research, engagement, stewardship and retention, fundraising events, corporate engagement, and grants.
- Support increased Individual/Major Gifts, donor participation, donor retention, event revenue, and other goals as set forth in coordination with the Director of Development.
- Provide proofreading & editing support for Development communications.

Donor Relationship & Data Coordination

- Administer and update Development tracking systems for Individual, corporate, and foundation gifts and donor stewardship.

- Produce internal reports, research, and summaries with primary responsibility for Individual/Major Gifts.

PREFERRED EDUCATION & EXPERIENCE

- Ideally at least 1 year in Nonprofit Development, Program Support or Administration — 3 years preferred.
- Knowledge of Development strategies and techniques.
- Knowledge of the Donor stewardship process.
- Familiarity with Tacoma and collective impact.
- Demonstrable competence in oral and written communication.
- Strong computer skills including contact management software (CRM), cloud-based applications and office productivity tools such as G-suite/Microsoft 365).
- Bachelor’s degree preferred but not required.

If you meet the above expectations, plus you can plan, prioritize and coordinate multiple projects as well as gather, analyze and evaluate a variety of data, while meeting deadlines under pressure, we encourage you to apply to join our team of motivated, engaged, and enthusiastic staff members at the Foundation for Tacoma Students.

Compensation & Benefits

This position is a full time position, classified as a salaried employee scale (1). The starting salary range for this position is: \$45,000 - \$55,000. Competitive benefits package include, health, vision, dental and voluntary 401K program.

To Apply

Please email a Resume and Cover Letter to Human Resources at hr@graduatetacoma.org using the subject line “**Application for Development Coordinator – YOUR NAME.**”

No phone calls, please.

About Us

The Foundation for Tacoma Students is the backbone organization that supports, organizes, coordinates and catalyzes the community-wide Graduate Tacoma movement, urging action from everyone in the community—educators, parents, students, early learning and higher education, elected officials, business and labor, community service and youth organizations, nonprofits and philanthropy and communities of faith—to help improve student achievement and success in Tacoma.

The Foundation for Tacoma Students is a small nonprofit organization that is building and strengthening Tacoma’s community-wide movement to help every student achieve success from cradle to college and career. Graduate Tacoma is a collective impact initiative aimed at making significant improvements in student achievement from early learning through high-school graduation and on to completion of a college degree or technical certificate, or another pathway that meets their needs.

Tacoma’s Community-Built Goal

By 2030, 70 percent of Tacoma Public Schools students will earn a degree, technical certificate, or gain a good-earning wage employment opportunity within six years of high school graduation. Targeted efforts will focus on students of color and those impacted by poverty.