



Development Coordinator

ABOUT THE ORGANIZATION

At Parenting Journey (PJ), we are working towards the day when every family has what they need to thrive and succeed. Our work is rooted in the belief that all parents want what is best for their children; but, we also recognize that some parents cannot reach their full potential because of layers of injustice that disproportionately impact communities of color, low-income families, and immigrants. In response to intergenerational trauma caused by racism and poverty, our evidence-based programs cultivate the inherent strengths and capabilities of parents because research shows improved mental health and wellbeing for parents also translates to better outcomes for children and families. We use evidence-based interventions that prove that the entire family thrives when parents adapt to stress, decrease anxiety, and have healthy interactions with others. In 2017, through rigorous research we proved that the PJ model is an effective parenting intervention that significantly reduces stress and promotes family and child well-being.

Since its founding 37 years ago, PJ has refined and adapted its model and program offerings to best partner with families and communities. Today, PJ uses an interdisciplinary approach to create change in individuals, institutions, and state and local policy to uplift families and ensure that we live in a society where everyone thrives. In 2018 we launched a new service delivery model aimed at accelerating change by embedding our services and approach into the infrastructure of allied organizations. We work with over 2,000 staff at nearly 300 organizations across Massachusetts and New York to deliver high-impact programs that touch families throughout the Northeast.

At Parenting Journey, we own our intentions and actions, and the impact they have on others. We honor our past while embracing innovation and opportunities for growth. We approach projects, opportunities, and conflicts with agility and the desire to learn. We work to communicate with transparency. We celebrate and have fun with each other.

CORE PRINCIPLES

1. *We trust* that all parents want what is best for their children.
2. *We acknowledge* that there are external factors and obstacles, including systemic injustice like racism, that prevent many parents from realizing the futures they, and their families, deserve.
3. *We believe* resilient parents are a catalyst for social change, and that all of us have a role to play in harnessing this power to build strong communities.

THE POSITION

This is an exciting time to join the team at Parenting Journey as the organization is building on nearly 40 years of an incredible program and reputation. Reporting to the Managing Director of Strategy and External Affairs (MDSX), the Development Coordinator plays a critical role in achieving Parenting Journey's advancement efforts. He/she is a key contributor in the planning and execution of a comprehensive development plan based on long and short-term goals.

Responsibilities will include: prospect research and management; donor cultivation, solicitation and stewardship; and operational planning within the Strategy and External Affairs team.

GENERAL RESPONSIBILITIES

- As part of the Strategy and External Affairs team, achieve the fiscal year revenue goal.
- Manage and support the execution of a calendar of development activities.
- Support the direct marketing and annual fund program.
- Support grant seeking initiatives through prospect research, managing a grants calendar, and drafting proposals.
- Develop/ draft communications on behalf of the MDSX.
- Represent the organization at external events and opportunities as requested, including some evenings.
- Update and maintain donor records, identify major donors prospects, collect information from donors and supporters, and conduct further research on potential and active donors, as requested.
- Perform prospecting research on individuals, foundations and corporations to evaluate prospects for corporate and foundation grants.
- Create and analyze various reports on gifts, donors, various funding sources, and other fundraising metrics to determine effectiveness of strategies and achievement of budget goals.
- Manage donor acknowledgement process, including generation of gift acknowledgement letters, gift processing, and reconciliation of gifts periodically with the Finance department in a timely and accurate manner.
- Provide administrative support for events and support event operations as needed.
- Respond to donor inquiries by providing reliable, accurate, and timely responses to questions from internal and external constituents.
- Assume other responsibilities as assigned.

THE IDEAL CANDIDATE

The Development Coordinator must be committed to partner with families, and have a deep appreciation and enthusiasm for the role of family in a healthy and thriving society. The ideal candidate will have demonstrable administrative and fundraising support experience; the ability to communicate effectively both orally and in writing with high-level donors, agency partners, clients, and staff with an understanding of protocol and confidentiality; the ability to prioritize complex projects as necessary; the ability to coordinate meetings and conferences, and prepare briefing documents. Important attributes include high integrity, sound judgment, dependability, enthusiasm, optimism, and the ability to value diverse perspectives and treat all persons with dignity and respect.

QUALIFICATIONS

Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail oriented, and highly-organized, and have experience using fundraising databases. A high level of computer literacy required. Candidates must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form.



This position is ideal for someone who is ready to expand and deepen their fundraising skills, and provides a great opportunity to learn and grow with a dynamic organization. We are a small team, and collaboration and continuous learning are encouraged. The person in this position will gain exposure to many different facets of the organization and ongoing professional development.

MINIMUM REQUIREMENTS

- 2+ years of relevant fundraising and/or administrative experience
- 1+ year of work with CRM, preferably Salesforce
- Proficient in MS Office Suite, including mail merges
- Experience with graphic design software, including InDesign, Adobe, Canva
- Familiarity with Wordpress or other web management tools

JOB TYPE: Full Time

SALARY: \$50-55K

BENEFITS: Benefits include 15 paid vacation days, 2 personal days, 6 sick days, & a competitive health & dental care package.

TO APPLY

Parenting Journey is an equal opportunity employer and all qualified candidates are encouraged to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees. **Please email a cover letter, writing sample, and resume to joinourteam@parentingjourney.org.** For more information about Parenting Journey, please visit our website at www.parentingjourney.org.