

# IGNITE

## IGNITE Development Coordinator (Part-Time)

### About IGNITE

IGNITE is a movement of young women who are ready and eager to become the next generation of political leaders. We offer civic education, exposure to elected women, hands on training and work opportunities, and a peer network of women who support each other's aspirations. We are a national, non-partisan 501c3. IGNITE programs and events are for all cis and trans women, as well as non-binary people who are comfortable in a space that centers the experiences of young women.

### IGNITE Structure

IGNITE has a national office that is responsible for:

- Developing and codifying IGNITE programs, packaging them and making them digitally available.
- Developing a national communications calendar (including social media) and managing all communications.
- Developing national partnerships.
- Working in partnership with staff to prepare individual, foundation and corporate proposals.
- Working in partnership with staff to raise individual contributions from supporters across the US.
- Securing corporate sponsorships to support national-scale work.
- Developing annual budgets and managing all agency resources.

IGNITE staff are located across the country and work cross-functionally on regional and content-area teams. While this position reports to the Data and Impact Manager, they will need to maintain positive, collaborative relationships with program staff in other parts of the country and be comfortable collaborating virtually.

### POSITION DESCRIPTION:

IGNITE is looking for a talented part-time Development Coordinator to assist the Development team in organizing and maintaining IGNITE's fundraising efforts and data reporting. The Development Coordinator plays an important role by providing administrative support to the Development team and participating in other fundraising activities as assigned.

***The Development Coordinator is a part-time position working a maximum of 29 hours per week. This position is remote, and some travel may be required.***

### RESPONSIBILITIES:

- Collaborate with the Development and Operations team to execute and track fundraising strategies.
- Support the Development team in portfolio management and correspondence including alumni, Annual Fund, and grassroots donors.
- Process donations and prepare acknowledgement letters and other correspondence.
- Create monthly fundraising reports and dashboards.

# IGNITE

- Maintain individual donor records and institutional and foundation files in IGNITE's database.
- Conduct preliminary research on prospective corporate, foundation and individual donors.
- Utilize fundraising tools to screen prospective donors, foundations and corporations. Use data to build donor profiles for the Development team.
- Assist the Director of Institutional Giving in calendar management and tracking for grant applications and reports, and support in tracking grant-related deliverables.
- Reconcile donations with the Operations Department monthly.
- Handle all administrative details associated with development meetings and events (i.e. prepare and distribute notices, agendas, minutes, follow up notes, etc.).
- Interface with members of all IGNITE departments.
- Other duties as assigned.
- Collaborate with other IGNITE team members on organization-wide projects and major events, as needed.

## **QUALIFICATIONS:**

- Bachelor's Degree or commensurate experience
- 1-3 years of development/philanthropic experience
- An equivalent combination of experience and education sufficient to successfully perform essential functions will be considered
- Experience in the use of Hubspot, Salesforce, or similar CRM products
- Adept in use of computer programs such as Google Suite or Microsoft Office
- Strong command over written and verbal communication skills
- Proven track record of strong organizational skills and attention to detail
- Strong sense of integrity and experience managing confidential information
- Ability to work independently and effectively handle multiple competing projects with an eye on deadlines and goals
- Collaborative and flexible team player
- Requires flexibility of schedule to accommodate needs of the organizations that may include weekend and evening events on occasion
- Good entrepreneurial work ethic and a desire to "get the job done"
- Extraordinary flexibility and willingness to adapt to new internal and external conditions
- An affinity for working with a culturally and politically diverse community
- Commitment to building and fostering a diverse, inclusive, and collegial workplace; multicultural competence and ability to work across lines of difference

**Time Commitment and Pay:** This is a non-exempt, part-time position. Compensation will be \$20.00/hour for a maximum of 29 hours per week. The Coordinator will be required to submit a weekly time sheet in accordance with IGNITE's payroll policies.

**To Apply:** Please send a resume and statement of interest in PDF format to Elizabeth Castañón , Operations Director, at [elizabeth@ignitenational.org](mailto:elizabeth@ignitenational.org).

# IGNITE

***IGNITE requires all employees to be vaccinated against COVID-19 within 6 weeks of their start date.***

*IGNITE is an Equal Opportunity Employer. We will consider applicants for positions without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.*