

Job Title: Development Coordinator
Location: Pathways Adult Learning Center
Position Type: Part-Time (20 hours per week)
Reports To: Fund Development Associate

Job Summary:

The Development Coordinator will play a key role in managing and coordinating various stewardship, community outreach, and fundraising events for Pathways Adult Learning Center. Primary responsibilities will include event planning, fundraising, stewardship, communications, and logistics. This position requires a mix of development expertise, strong interpersonal and organizational skills, and effective time management. Pathways is a Christian-based, nonprofit organization, and the ideal candidate will be a person of strong Christian faith who is passionate about making a difference in the lives of adults with intellectual and developmental disabilities (ID/D) and is committed to creating a joyful and supportive working environment.

Key Responsibilities:

1. Fundraising Event Management:

- Plan, organize, and manage fundraising and community events as assigned by the Fund Development Associate.
- Develop event concepts, themes, and staging, while managing overall event logistics, including reserving event dates, securing venues, scheduling entertainment, and ordering decorations and equipment.
- Oversee timelines for event installation and flow, including set-up and breakdown, and manage invitations, programs, and printed materials.
- Coordinate catering and other event services, ensuring all logistics are efficiently executed.
- Solicit sponsorships, auction and raffle items, and explore creative ways to grow event revenue in support of Pathways' programs.
- Maintain donor mailing lists in the database, handle invitation mailings, track RSVPs, and prepare nametags, menu cards, and other event materials.
- Serve as the on-site coordinator during events, ensuring smooth collaboration between vendors, staff, and volunteers.

2. Development Coordination:

- Assist the Fund Development Associate in annual fundraising and stewardship campaigns.
- Support special fundraising efforts and campaigns as needed.
- Assist in maintaining and updating the donor database.
- Provide tours of Pathways to potential donors and members of the public as needed, effectively communicating the impact of the organization.

3. Communications and Marketing Support:

- Review and edit mass communications for grammar, clarity, and purpose.
- Proofread and check for graphical design or spacing errors in marketing materials.

- Assist in social media management and the creation of marketing materials using platforms such as Canva.
- Perform other duties as assigned.

Qualifications:

- Minimum of 2 years of relevant work experience, particularly in development, event planning, or nonprofit fundraising.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office, Adobe, donor databases, social media platforms, and Canva.
- Excellent organizational skills and attention to detail.
- Ability to work independently and manage multiple projects simultaneously.
- Flexibility to work some evenings and weekends as required for event staffing.

Physical Requirements:

- Must be able to lift and carry up to 25 pounds.
- Ability to stand, walk, and remain active for up to 8 hours during special events or activities.

Application Process:

Interested candidates should submit a resume, cover letter, and references to humanresources@pathwaysok.org.

Pathways Adult Learning Center is an equal opportunity employer and encourages applications from individuals of all backgrounds.