

Job Title: Development Coordinator
Location: Pathways Adult Learning Center
Position Type: Full-Time (40 hours per week)
Reports To: Fund Development Associate

Job Summary:

The Development Coordinator will serve a dual role, dividing responsibilities between administrative support and fund development coordination. This position is integral to ensuring efficient daily operations, successful fundraising initiatives, and impactful community engagement for Pathways Adult Learning Center. Key responsibilities will include event planning, fundraising, stewardship, communications, administrative support, and logistics.

Pathways is a Christian-based, nonprofit organization dedicated to improving the lives of adults with intellectual and developmental disabilities (ID/D). The ideal candidate will be a person of strong Christian faith who is passionate about this mission and thrives in a collaborative and joyful environment.

Key Responsibilities

Administrative Support (approximately 50% of time)

1. Office Administration:
 - Receive phone calls and visitors with professionalism and warmth.
 - Perform data entry, maintain records, and generate reports.
 - Schedule appointments and manage calendars.
2. Donor Database Support:
 - Maintain donor database accuracy and data integrity.
 - Prepare and distribute donor tax statements and thank-you letters.
 - Maintain and update donor mailing lists and track contributions in the donor database.
3. General Support:
 - Coordinate bulk mailings and handle various administrative logistics.
 - Represent agency at events, fairs, and serve as a backup agency tour guide for visitors, donors, and the community.
 - Perform other duties as assigned.

Development Coordination (approximately 50% of time)

1. Fundraising Event Management:
 - Plan, organize, and manage fundraising and community events.
 - Oversee event logistics, including the development of event concepts, venue reservations, attendance tracking, catering, entertainment, decorations, and printed materials.
 - Solicit sponsorships, auction and raffle items, and explore creative ways to grow event revenue in support of Pathways' programs.
 - Maintain event timelines and coordinate event setup, breakdown, and on-site event management.
2. Development Campaigns:

- Assist in annual fundraising and stewardship campaigns.
 - Support special fundraising initiatives in collaboration with the Fund Development Associate.
3. Marketing and Communications:
- Proofread marketing materials and social media content, checking for spelling, grammar, clarity, purpose and visual design.
 - Assist in designing event and campaign graphics using platforms like Canva.

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.

Educational Requirements:

- Bachelor's degree in communications, nonprofit management, marketing, public relations, or a related field is preferred.
- Relevant professional experience demonstrating proven skills and measurable results may be considered in lieu of a degree.

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.