



Development Coordinator

Reports to: Senior Director of Development

Status: Full-Time (40 hours per week)

Position Overview

Founded in 1968, Youth Enrichment Services (YES) is a thriving and growing non-profit organization serving Boston youth. We are seeking a professional, thoughtful, and detail-oriented **Development Coordinator** to join its fundraising team. This is a hybrid position with an expectation of 3-4 days per week in the Boston office.

The position fulfills a critical function at YES and contributes significantly to the organization's fundraising activities with a focus on events and administrative support to the Senior Director of Development. The individual will be a key member of the Development team and help achieve YES's philanthropic goals as outlined in the organization's Strategic Plan. We are seeking candidates who can work in a fast-paced, small team environment and have a sincere interest in furthering the YES mission!

Key Responsibilities

- Support the coordination of fundraising events and teams at YES, including:
 - Annual Black Diamond Gala and other signature fundraising events
 - Boston Marathon, Rodman Ride, MR8K (Team YES)
 - Martin Richard Memorial Mile
 - Annual Trivia Night and Harbor Cruise (Hosted by the YES Young Professionals)
 - Other externally hosted events

- Serve as a staff liaison to the Gala Planning Committee and work closely with the committee's volunteer members to coordinate the Silent Auction
- Enter gifts and pledges into Raisers Edge NXT
- Run monthly reports for online gift contributions and third-party donation platforms.
- Manage the online donation webpage
- Write communications to donors, event guests, and other constituents
- Manage the gift acknowledgement letter process
- Serve as a staff liaison to the YES Young Professionals Committee and support the planning of the Annual YES Trivia Night and Harbor Cruise
- Other administrative duties as assigned to support the department/office



Qualifications & Competencies

- 1-2 years of previous experience in Development, Events, or a related field
- Able to work in a fast-paced, small shop environment
- Strong organizational skills and an attention to detail
- Masterful at prioritizing tasks/projects as well as time management
- Professional and mature individual with excellent interpersonal skills and an ability to work effectively with different personality types
- Fast learner who is comfortable learning new technology
- Previous experience with Raisers Edge NXT is a plus
- Must be comfortable working with Microsoft Word and Excel
- Ability to keep pace and be flexible with the changing needs within the department and/or organization.
- Bachelor's degree
- Ability to occasionally work evenings and weekends as required

The above job description and qualifications are not meant to be all-inclusive. Additional responsibilities and qualifications may be added at any time by the Senior Director of Development and/or Executive Director.

Deadline to apply is September 5, 2024. Please submit resume with a cover letter to jburch@yeskids.org. Applications will be reviewed on a rolling basis.