



PT Fundraising & Development Coordinator

The Mix Youth Development Center provides a safe haven for youth (K – 12th grade) in Lancaster County while empowering them with the skills, resources, and character they need to serve as effective leaders and members of their community.

The role of the Fundraising & Development Coordinator is to assist the Executive Director in all aspects of the organization's fundraising efforts. The Fundraising & Development Coordinator will be responsible for a variety of tasks, including organizing and executing all fundraising efforts, maintenance of donor database, preparing meeting and presentation materials, and planning special events.

The Fundraising & Development Coordinator Must:

- Be willing to sign The Mix Statement of Faith.
- Have a passion for the mission of The Mix and fully support the organization's core values.

Essential Duties and Functions include, but not limited to:

1. Articulating and fulfilling the organization's mission through appropriate activities, programs, and communication.
2. Support the cultivation, stewardship, and relationship management of multiple stakeholders: donors, community, board members, students & families.
3. Oversee the planning and execution of all campaign-specific special events.
4. Assist with prospect research and donor presentations.
5. Provide oversight to all administrative tasks including report and proposal preparations, meeting agendas, minutes and materials, and appropriate and timely donor acknowledgments.
6. With a special emphasis on planned Fundraising Campaigns, the Development Coordinator works with the Executive Director, Board of Directors, Committee members/volunteers, and Team Members to manage, cultivate, plan, request, and steward support for the organization.
7. Responsible for identifying and submitting appropriate grants to further the mission of the organization.

8. Working with the Executive Director and other appropriate staff members, he/she will oversee special cultivation and stewardship events associated with any fundraising campaigns.
9. In conjunction with the Executive Director, Community Engagement Coordinator, and Communications Director (and others as necessary), assist in the development of fundraising strategies and materials to educate, inspire and engage potential donors about The Mix's mission, work and impact.
10. Assist in developing, marketing, and executing a comprehensive program to secure Endowment/Deferred Gifts.
11. Provide assistance in creating Development operations, policies, and procedures to create a professional and comprehensive development effort including any needed enhancements and maintenance of a donor database.
12. Responsible for assisting research efforts to identify potential new major donors to the organization and working with The Mix staff and volunteers to build and nurture relationships with them.
13. Oversee all donor acknowledgment/recognition programs.
14. Ability to manage social media platforms.

MUST POSSESS:

1. Committed to the Mission, Vision, and values of The Mix and exhibits a passion for changing the lives of youth.
2. Demonstrated ability to develop and maintain strong relationships with donors, volunteers, and stakeholders
3. Project management skills to effectively oversee simultaneous projects
4. Demonstrated ability to take initiative and work independently
5. Demonstrated understanding of the complexity of volunteer/professional relationships and success in managing those relationships.
6. Personal and professional integrity.
7. Ability to operate a personal computer and other office equipment
8. Ability to pay attention to detail and maintain accurate records.
9. The ability to work well with individuals and groups.
10. The ability to meet deadlines and complete all tasks with excellence.
11. Strong organizational skills.
12. Strong communication and interpersonal skills, including both written and oral.
13. Ability to maintain confidentiality

EDUCATION/EXPERIENCE:

- Associate's or equivalent experience required; Bachelor's degree preferred
- Two years of fundraising or nonprofit experience highly preferred; customer service experience a plus.

WORKING CONDITIONS/PHYSICAL FACTORS:

- Work will predominately require an individual to work in a typical office environment
- May occasionally need to work outdoors and after hours for meetings or other events

HOW TO APPLY:

Completed applications, along with resumes and cover letters, should be emailed to info@themixlancaster.org.