

Development Coordinator

TASK has an exciting opportunity available for Development Coordinator. This new position will work closely with the Executive Director and is a key member of TASK's leadership team. Working closely with the Executive Director, Board, staff and volunteers, this individual is responsible for formulating, implementing and directing the fund-raising strategies for TASK with special emphasis on major donors and donations.

This position will implement a comprehensive development plan incorporating all levels of fundraising to include the following:

- Generating individual, corporate, foundation and organizational donors at a variety of levels.
- Leads a fund development program that includes annual/monthly giving, major giving, planned giving, foundation and corporate support/grants and special events.
- Creates and implements strategies and research to identify, prioritize, cultivate, solicit, recognize and steward all donors and prospects.
- Builds and sustains relationships with current, new and potential donors.
- Collaborates with staff to ensure that all communications include donor-focused content.
- Collaborates with staff on research and writing of grant opportunities.
- Motivates and informs prospects, and donors to enable the organization to accomplish the programs necessary to fulfill its mission.
- Leads organizational branding and marketing efforts to bring and sustain a strong community identity for TASK.
- Collaborates with staff, board, and volunteers to gather stories and statistics that demonstrate the results and value of program funded.
- Assist in all fundraising events and all other duties assigned by the Executive Director.

Qualifications

- Bachelor's degree required.
- At least three to five years' experience in leading successful fund development.
- Demonstrated a successful record of securing major donors.
- A highly motivated individual and self-starter.
- A strategic thinker.
- The ability to cultivate strong community partnerships and represent the TASK organization in a positive manner.
- An outgoing individual with superior oral and written communications skills.
- Expertise in research, information gathering and grant writing.
- An understanding of pertinent federal and state guidelines regarding non-profit operations and charitable giving.
- Ability to plan, prioritize, coordinate, and manage multiple long and short-term projects simultaneously, effectively and creatively.

About TASK

TASK is a nonprofit 501(c)3, year-round instructional sports program that provides athletic and social opportunities to individuals with special needs of all ages. The purpose of the program is to help build self-esteem and skills in individuals with special needs.

In addition to these sports activities, TASK sponsors the Next Steps program which is designed to support young adults with special needs after graduating high school. Next Steps is built around activities that focus on life, social, pre-vocational, communication, and self-help skills with a focus on overall education and independent living goals.

TASK has provided social, athletic and recreational programs for kids and adults with special needs since 1996. We believe the programs offered assist with building skills that lead to higher self-esteem and the ability to become engaged members in their communities.

For more information, please feel free to visit our website at www.taskstl.org.

Please send all resumes to debf@taskstl.org.