



### **Development Coordinator**

TASK has an exciting opportunity for a Development Coordinator to join its leadership team. This position plays a vital role in advancing TASK's mission by leading and implementing comprehensive fundraising strategies, with a strong focus on major donors and donor stewardship. Working closely with the Executive Director, Board of Directors, staff, and volunteers, the Development Coordinator will support the organization's continued growth and sustainability. The ideal candidate is highly organized, detail oriented, self motivated, and passionate about serving individuals with special needs.

### **Key Responsibilities**

- Develop, implement, and manage a comprehensive fundraising program encompassing annual and monthly giving, major gifts, planned giving, foundation and corporate support/grants, and special events
- Identify, cultivate, solicit, recognize, and steward individual, corporate, foundation, and organizational donors at all levels
- Build and maintain strong relationships with current, prospective, and lapsed donors
- Conduct donor research and develop targeted strategies to grow philanthropic support
- Collaborate with staff to ensure donor centered messaging across all communications
- Identify, research, write, and submit grant proposals and reports
- Lead organizational branding and marketing efforts to strengthen and sustain TASK's community presence
- Maintain accurate and up to date donor records and databases
- Prepare fundraising reports, donor analytics, and mailing lists for leadership review
- Manage donor acknowledgments, ensuring timely tax receipts and thank you correspondence
- Support the planning and execution of all fundraising events
- Perform other duties as assigned by the Executive Director

### **Qualifications**

- Bachelor's degree or equivalent relevant work experience required
- Minimum of three to five years of successful experience in nonprofit fundraising or development
- Proven track record of securing major gifts
- Strong strategic, organizational, and project management skills
- Demonstrated ability to cultivate meaningful community partnerships
- Excellent written and verbal communication skills
- Experience with donor research, data management, and grant writing
- Knowledge of federal and state regulations related to nonprofit operations and charitable giving
- Ability to manage multiple priorities and deadlines effectively and creatively
- Proficiency in office productivity tools, email marketing platforms, and donor management systems (Salesforce experience preferred)
- Ability to handle sensitive and confidential donor information with discretion and high ethical standards

### **Position Details**

This is a part time position, requiring 20–25 hours per week. The hourly pay range is \$24–\$29, commensurate with qualifications and experience. Experience working with individuals with special needs is preferred. Interested candidates should submit inquiries to [jenp@taskstl.org](mailto:jenp@taskstl.org) or call 636-343-8275.