

Development Coordinator

For forty-one years, CRE has prepared leaders and strengthened organizations to drive social change. As a nonprofit consulting firm, we provide the strategies and tools needed to build equitable and sustainable, high-performing organizations, working with 500 organizations each year.

As we prepare for the next phase of our strategic growth, we are seeking a bold and courageous Development Coordinator to join our team. This Development Coordinator ("Coordinator") will support all internal functions of CRE's development needs including grants management, prospecting research, and donor relation support. The Coordinator will also organize and coordinate internally with members across CRE's team to support both fundraising and business development needs. The Coordinator will seamlessly communicate CRE's value proposition and leadership in the sector. The Coordinator will also be committed to proactively engaging in learning, conversation, and reflection around race, equity, and cultural competence. The Coordinator will interface internally with program, marketing and communications, and fiscal staff, as well as with the President & CEO. Externally, this person may interface with the CRE Board, funders, and clients. This position reports directly to the Director of Strategic Development.

Critically, the ideal candidate also will exemplify and promote CRE's values, including our deepening commitment to racial equity and to dismantling anti-Blackness:

- **Collaboration:** We are smarter and more creative when we work together (and it's more fun too).
- **Diversity, Equity + Inclusion:** We believe that true impact can only be achieved when we lift up diverse voices that have not always been heard.
- **Accountability + Excellence:** We promise excellence in all that we do and hold ourselves accountable to the community, the people we serve, and each other.
- **Reflective Practice:** We appreciate the big questions, tough discussions, and unexpected answers.
- **Power of Change:** We believe that change is always possible and unleashes opportunity and the potential for creative solutions that improve communities.
- **Courage:** We embrace bold ideas and risks that allow us to partner with clients as they overcome challenges and move toward change.

ABOUT OUR TEAM

Our team of 30 program/consulting and operations staff comprise dynamic, diverse, mission-aligned thought-partners, deeply invested in advancing social change. We co-create, transform, and challenge organizations to be their best. We value our people, the journey, and the promise of change. We believe all communities are rich in ideas, capacity, and care. We believe in love—love for our work, our clients, ourselves, and for each other. We lead with an unapologetic commitment to equity, especially in times of stress and uncertainty. For more, see our staff page, <https://www.crenyc.org/about-us/our-team/>.

Essential Duties and Responsibilities

Development

- Oversee foundation, government, and corporate grant proposals and reports including online applications
 - Draft cover letters, reports, and, proposals
 - Prepare supporting documentation for grants and government contracts
 - Gather supporting data from consultants, subcontractors, and internal systems for reports
 - Continuously update internal calendar to ensure proposal requests, renewals, and report deadlines are documented and met
 - Schedule meetings with program staff to get information for grant reports well in advance of due dates
- Individual gift and corporate and foundation grant entry and tracking
 - Track gifts and grants in database and related spreadsheets
 - Generate thank you letters and other correspondence in a timely fashion
 - Prepare spreadsheets and reports
 - Follow up on donor commitments
 - Support year-end and other fundraising appeals
 - Reconcile development data with fiscal department monthly
- Prospecting (individual donors and institutions)
 - Conduct ongoing research on potential donor and grant opportunities for CRE
 - Maintain a robust list of prospective funder opportunities
 - Provide ongoing support to the President & CEO and Director of Strategic Development as needed
- Fundraising events
 - Support all aspects of fundraising events and activities from planning to execution
 - Collaborate with staff members across the team (as needed) on all coordinating and administrative details related to fundraising events

Administration

- Maintain Salesforce database, which includes updates for grants, gifts, thank you letters, meetings, calls, etc.
- Prepare presentation decks for funders and the Board
- Maintain and organize electronic files
- Effectively carry out other projects and tasks, as assigned

Qualifications and Experience

- Exceptional organizational skills and attention to detail



Community Resource
Exchange

- 1-3 years experience working in project organization (development or otherwise)
- Salesforce, Constant Contact (or other CRM) experience preferred
- Ability to approach fundraising and development with an anti-racist lens, or willingness to learn

Core Competencies

- Commitment to high-quality work, productivity, and self-development
- Exceptionally organized, detail-oriented and able to manage multiple tasks and prioritize as necessary
- Strong writing, proofreading, and communication skills
- Flexible and able to work effectively in a dynamic environment
- A team player; collaborative; able to build interpersonal relationships across departments
- Ability to use good judgment, take initiative, and make recommendations in resolving problems
- Committed and open to learning; open to asking for and giving feedback

The salary is \$53,000 for this position. CRE offers a competitive salary and benefits package.

How to Apply

For consideration, please send your resume and cover letter to recruiting@crenyc.org and indicate "Development Coordinator" in the subject line. You will be contacted within one week of application submission if you are selected for an interview; no phone calls, please.

CRE is an Equal Opportunity Employer and complies with the Americans with Disability Act. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the LGBTQI+ communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions.