

Academy Prep Center of Tampa

Job Description: Development Coordinator

Permanent Full-Time (40 hours/week) Non-exempt
Supervisory Responsibilities: None
Responsible Supervisor: Development Manager

Summary:

Assists with the full operation of the APT Center's development activities with a focus on ensuring the success of all administrative, stewardship and marketing initiatives. The Development Coordinator will oversee the maintenance and advancement of processes for all gifts, acknowledgments, and stewardship efforts for Academy Prep Center of Tampa. The Development Coordinator executes most aspects of the gift reconciliation process, including data analysis and reporting. The role assists with individual and corporate giving efforts through donor communications and event support, and also assists with overall fundraising communications efforts as needed.

Responsibilities and Duties:

Database Utilization: Raiser's Edge NXT

- Leads and coordinates donor database utilization in an organized and timely manner
- Daily data entry and maintenance of donor database
- Manage the creation, annual updating, and mailing of gift acknowledgment letters
- Assist in the preparation, execution, and analysis of giving campaigns
- Research donor data, demographic information and giving trends
- Assist with the research and preparation of materials for individual donor solicitations
- Lead the process and execution of direct mail campaigns

Donor Stewardship, Events & General Support:

- Work in collaboration with the Development team to execute a year-round engagement plan focused on stewardship of existing and prospective donors
- Manage donor thank you letters and cultivation approaches
- Prepare reports, research, and other materials for cultivation, solicitation, and events
- Assist in event follow-up including invoices, receipts, thank you letters and data entry
- Serve as a knowledgeable and enthusiastic representative at events
- Assist with planning and support of key events for signature fundraisers
- Assists the Development Director as needed

Communications:

- Under the direction of the Development Manager, manages website content, marketing emails, social media accounts, and other digital marketing needs
- Responsible for a yearly social media plan
- Manages the organization of marketing materials, photos
- Assists with creating and implementing printed marketing collateral
- Manages website changes and upgrades
- Manages and supports online campaigns

Education Required:

- Bachelor degree

Skills & Qualifications:

The Development Coordinator will be a highly motivated self-starter with a bachelor's degree and administrative/office experience preferred. An ideal candidate for this position will possess the following qualities and attributes:

- Exceptional interpersonal skills and a commitment to representing Academy Prep Center of Tampa with enthusiasm, warmth, and professionalism

- Ability to build and maintain positive personal relationships with both internal and external audiences in a broad range of situations
- Outstanding written and oral communication skills
- Ability to meet deadlines, work well with others and multi-task; team player with a positive attitude
- Able to deal with frequent change, delays or unexpected events that can change priorities daily
- Professional maturity and diplomacy with visitors, partners, vendors, etc., in person, phone and written communication
- Ability to organize data and generate reports quickly and accurately
- Ability to work both collaboratively and independently
- Capacity to multitask and manage multiple projects and assignments
- Excellent copy editing/proofreading and grammatical skills
- Proficiency with Office 365 (Word, Excel) and Google Docs a must; skills with Canva, Adobe Suite, basic video editing highly preferred; working knowledge of social media platforms and Raiser's Edge a plus

Academy Prep Center of Tampa is a 501c3 not for profit organization. Our mission is to inspire and empower students qualifying for need based scholarships to become future community leaders through a rigorous middle school program coupled with ongoing graduate support. Our vision is to transform underserved middle school students' lives by being a model of foundational and academic excellence in preparation for high school, post-secondary, and career success.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Please send resume and cover letter to:

Maggie McClelland, Director of Development

mmclelland@academyprep.org