

Brownsburg Education Foundation Development Coordinator

The Brownsburg Education Foundation (BEF) is a 501(c)(3) organization dedicated to serving its school community by providing funds that promote academic excellence. BEF is looking for an experienced development professional to coordinate and lead the implementation of a comprehensive giving program. This 12-month position is part-time and 25 hours per week; full-time consideration will be reviewed in the future based on business needs and expansion of duties. This is a hybrid role with remote work flexibility. Candidates must be permanently located in the greater Indianapolis area to facilitate one in-person team day per week at our office following the initial training period for the role.

Essential Duties:

- Collaborate to develop and then lead a comprehensive giving program, including strategies to increase annual giving and to grow donor retention to the Brownsburg Education Foundation.
- Work to further the mission of the Brownsburg Education Foundation through networking and one-on-one meetings with community partners, as well as identify, cultivate, solicit and steward individual, corporate, and foundation partners to build a comprehensive giving strategy.
- Determine annual giving goals (along with Board leadership and Executive Director) for all solicitation strategies (individuals, community partners and events) and help build the strategic plan for achieving these goals.
- Assist in creating digital and direct mail appeals that reach current and prospective donors across multiple platforms. Actively participate in process to write, mail merge and send letters for summer and year-end campaigns.
- Develop written proposals, gift agreements and other appropriate correspondence necessary to close and document new gifts and commitments.
- Coordinate cultivation and stewardship events, help develop materials for marketing of giving opportunities, and coordinate volunteer engagement.
- Event planning: work with the Executive Director and various Board chairs to develop a plan for event execution; work with event chair(s) to execute fundraising events; staff BEF events in and around the community. This position will be responsible for being the lead report for the annual gala and one other fundraising event.
- Participate in the growth of best practices in the areas of data management and gift processing. Maintain and manage donor documentation including call reports to track contacts and donor communications.
- Develop a tradition of annual support while cultivating and stewarding individual donors.

- Represent BEF in Brownsburg and surrounding communities.
- This is not an administrative position.

Qualifications:

- College degree or equivalent experience strongly preferred.
- Excellent interpersonal, listening, written and verbal communication skills. Comfortable speaking to large and small groups, in face-to-face donor meetings, on phone calls and through email communications.
- Self-motivated and strong internal drive to meet organization and personal goals.
- Ability to effectively prioritize, organize, use time-management skills and be adept at multi-tasking.
- Team player with the ability to work independently in a frequently changing environment.
- Must be able to understand and maintain a high level of confidentiality and sensitivity as well as the ability to follow all processes/procedures related to financial record keeping.
- Should be available to work flexible hours, including occasional nights and weekends to meet the needs of the organization and various stakeholders.

Experience:

- Previous non-profit fundraising experience preferred with proven ability to deliver measurable results.
- Experience with Bloomerang or similar donor management software preferred.

Reports to the Brownsburg Education Foundation Executive Director.

**Submit letter of interest and resume to Rene Behrend, Executive Director,
renebehrend@brownsburg.k12.in.us.**

Review of applicants will continue until the job is filled.