

Development Services Coordinator

at Clinton Foundation

Little Rock

About the Opportunity

Reporting to the Director of Development (DoD) for the Clinton Presidential Center (CPC) and accountable to the Deputy Director, Development Services, the Development Services Coordinator serves as a key member of the Clinton Foundation's Development team. This position advances the mission of the Foundation and the CPC by managing critical Development Services functions, as well as serving as an indispensable thought partner to the DoD and Deputy Director of Development Services while collaborating to drive increased philanthropic revenues. This includes coordination of the CPC membership program and working with Development team members to coordinate/integrate CPC grassroots giving appeals and membership appeals. The Coordinator works closely with the DoD to coordinate and facilitate implementation of an annual giving plan to engage and solicit an assigned portfolio of mid-level, annual donors and prospects. They will liaise with the Marketing/Communications and Digital/Grassroots Giving teams in the creation of collateral materials in support of both CPC membership and fundraising efforts. In addition, the Coordinator assists the Deputy Director, Development Services with prospect research, analysis, prospect portfolio management, CRM data management, and CRM queries/reports that support fundraising efforts. The Coordinator provides operational and administrative support to the Director, especially for Development events, meetings, and other projects related to the engagement, solicitation, and stewardship of current and prospective donors.

The Development team works to secure the philanthropic resources necessary to advance the Foundation's mission through its programs and operations. The team works closely with volunteers and colleagues from across the organization to present the Foundation's case for support through gifts, grants, and sponsorships. Team members collaborate to maximize engagement and giving from individual donors and institutional funders alike

Core Responsibilities

In this role you will:

Membership and Fundraising

- Under the leadership of the DoD, coordinates the CPC membership program, including the development and execution of an annual membership marketing plan for both acquisitions, renewals, and reactivations; coordinates ongoing appeals and reminders, related collateral, membership cards/activation, associated benefits fulfillment, and related member communications and stewardship.
- Manages an assigned portfolio of mid-level, annual CPC donors and prospects (i.e., \$500-\$2,500 level), including cultivation, solicitation, and stewardship.

Works closely with the DoD and other Development colleagues to coordinate grassroots giving appeals (digital and direct mail) that benefit the CPC and integrates such appeals into other Foundation grassroots appeals where appropriate.

- Liaises with Marketing/Communications team on the creation of collateral for membership program, CPC giving appeals, and programs/exhibit sponsorship and recognition.
- Assists the DoD and Executive Director with other donor engagement and solicitation efforts as requested (e.g., proposals, development events, sponsor management, briefings for donor/funder meetings, etc.)

Prospect Research, Data Management and Reporting

- Conducts research to identify/qualify prospective individual donors and institutional funders.
- Prepares requisite briefing materials/reports for the DoD, Executive Director, and/or other Development team members in support of their donor engagement efforts, including for Project 42.
- Works closely with the Deputy Director, CRM Manager, and Development Associate to support and maintain a high-quality donor database that supports the goals and objectives of the department with respect to fundraising and relationship management.
- Collaborates closely with Deputy Director and/or Development Associate to produce routine CRM queries and reports that enable forecasting, revenue reporting, appeals segmentation, etc. that support the Development team.
- Prepares appropriate gift/pledge/membership reports as requested; works with CRM Manager and/or Deputy Director as needed to develop and refine such reports.
- Routinely utilizes CRM database for prospect clearance, vetting, and helps to maintain timely entry of contact reports, tracking of solicitations, proposals, and reports. Makes regular and timely updates to biographical/contact information.

Gift Administration

- Processes CPC memberships and CPC gifts and pledges in accordance with established procedures and liaise with the Deputy Director, Development Associate, and the Gift Processing Manager (in Finance) regarding processing and proper recording of gifts and pledges and pledge fulfillment.
- Occasionally drafts gift, pledge, sponsorship, and/or grant agreements, invoicing, and tracking and coordinates with Development Associate and others as needed.
- Serves as back-up for Development Associate and/or Gift Processing Manager in preparing necessary data files to support preparation of gift receipt letters and appropriate acknowledgement letters according to established procedures.

Donor Recognition/Stewardship and Other Administrative

- Works with CPC Events Manager to coordinate and support Development events at the CPC in support of donor cultivation and/or stewardship.
- Prepares and/or assists with drafting grant/sponsorship proposals; maintains grant submission deadlines and report due dates in CRM.
- Drafts and/or edits donor correspondence, stewardship and/or grant reports, prepared remarks, and memoranda; collaborates extensively with other Development team members and Marketing/Communications
- Assists DoD and Chief Development Officer with record-keeping and budget management, including contracts and vendor management, gift/pledge agreements, and occasionally serves as back-up for Deputy Director and/or Development Associate invoices, travel/meeting arrangements, and reimbursements.
- Assists with special projects and liaises with other teams/departments as assigned, including Project 42.
- Works with Development Associate in liaising with CPC program leaders regarding timely personalized acknowledgement letters for significant gifts/grants pursuant to established procedures.

Minimum Qualifications

What we're looking for:

- Bachelor's degree
- Minimum Required: At least 3 years of relevant work experience at a nonprofit organization with direct experience on a Development team and/or in Development Services, and/or frontline fundraising strongly preferred.
- Understanding of fundamentals of a Development office, a charitable foundation, museum, or similar organization.
- Above-average computer skills – proficiency in Microsoft Office, knowledge of Blackbaud CRM and/or similar CRM database highly desirable.
- Ability to work in a varying schedule including nights, early mornings, weekends, and holidays.

Compensation

Our best estimate of the compensation range for this opportunity is \$43k - \$48k annually, depending on the experience you bring. This range is based on Little Rock market rates. We look forward to discussing our compensation pricing strategy, and your expectations, throughout the interview process. Please also note, the Clinton Foundation prides itself on offering a generous benefits package at little to no cost to employees - take a look at our [benefits page](#), so you can get a full picture of our total rewards offerings.

About the Clinton Foundation

Building on a lifetime of public service, President Clinton established the Clinton Foundation on the simple belief that everyone deserves a chance to succeed, everyone has a responsibility to act, and we all do better when we work together. For nearly two decades, that premise has energized the work of the Foundation in overcoming complex challenges and improving the lives of people across the United States and around the world.

As an operating foundation, we work on issues directly or with strategic partners from the business, government, and nonprofit sectors to create economic opportunity, improve public health, and inspire civic engagement and service. Our programs are designed to make a real difference today while serving as proven models for tomorrow. The goal of every effort is to use available resources to get better results faster – at the lowest possible cost.

We firmly believe that when diverse groups of people bring resources together in the spirit of true cooperation, transformative ideas will emerge to drive life-changing action.

The Clinton Foundation is committed to public health and to the safety and wellbeing of our colleagues, visitors, and volunteers. As such, we have adopted a policy requiring all employees whose positions require them to be on site to be vaccinated against COVID-19 or to meet the legal guidelines for an exemption.

Learn more at <http://www.clintonfoundation.org>, on Facebook at [Facebook.com/ClintonFoundation](https://www.facebook.com/ClintonFoundation) and on Twitter [@ClintonFdn](https://twitter.com/ClintonFdn).

About the Clinton Presidential Center

The Clinton Presidential Center offers a unique perspective of the work – past, present, and future – of the 42nd President of the United States William Jefferson Clinton. Through year-round educational and cultural opportunities for visitors of all ages, it reflects President Clinton’s lifetime commitment to advancing opportunity for everybody, instilling responsibility throughout our society, and cultivating a sense of community within our great nation.

The Clinton Center is home to the Clinton Presidential Library and Museum, the Little Rock offices of the Clinton Foundation, the University of Arkansas Clinton School of Public Service, and is a managing partner of the Presidential Leadership Scholars program. The Clinton Center is located in a 29-acre city park along the Arkansas River and is also home to the Clinton Museum store and the award-winning restaurant 42 bar and table.

Learn more at www.clintonpresidentialcenter.org, www.facebook.com/clintoncenter, and [@ClintonCenter](https://twitter.com/ClintonCenter) on [Twitter](https://twitter.com/ClintonCenter) and [Instagram](https://www.instagram.com/clintoncenter).