



(817) 332-6191
512 W 4th Street
Fort Worth, TX 76102
www.transforminglives.org

EMPLOYMENT OPENING

Do you have a heart for mission and a strong sense of personal purpose? Are you a natural connector and enjoy a challenge? If so, Center for Transforming Lives has a position for you:
Development Coordinator.

This key member of the development team has a heart for the under-served and a desire to connect others. With strong organizational abilities and creative problem-solving, the ideal candidate has 2+ years in nonprofit development, marketing or related field. S/he has a successful track record in development, events and team-building. This leader is exceptionally organized, strong at building relationships with new and existing individuals, and raising awareness for the agency.

The Development Coordinator is responsible for the planning and implementation of tours and events, such as the annual Transforming Lives Luncheon; follow up with tour guests and establishment of cultivation plans; maintain a portfolio of annual fund donors and prospects; assist with annual fund campaigns throughout the year; assists with gift processing and acknowledgements; maintain donor records in database.

Competitive compensation and benefits; wage commensurate with goodness of fit, experience and education. If you are ready to be part of a team that is transforming the lives of women and children experiencing homelessness and poverty in Tarrant County, please send your resume with salary requirements to lnhoover@transforminglives.org

Qualified candidates have a Bachelor degree and a minimum of two years non-profit or fundraising experience. Candidate must be able to prioritize effectively, learn systems quickly, and utilize them to research and solve problems independently. Knowledge of Windows operating systems and Office products, including Microsoft Word, Excel, Outlook. Ability to quickly and thoroughly learn and use donor database software programs, including Blackbaud eTapestry, Bloomerang and the Benevon Model of fundraising.

For more information, please visit www.transforminglives.org

The Center for Transforming Lives breaks the cycle of poverty for women and children through safe housing, early childhood development and financial stability.

Center for Transforming Lives is an Equal Opportunity Employer (EOE)

