



Position Description: Development Coordinator

Organization

Created by the SC General Assembly in 1999, South Carolina First Steps to School Readiness is the state's comprehensive early childhood education agency and a 501(c)3 nonprofit organization. SC First Steps (SCFS) takes a holistic approach to accomplishing our mission of preparing all kids for success in school, work and life, offering services that improve children's health, strengthen families, expand access to quality child care, increase participation in four-year-old kindergarten (4K) programs and help transition rising kindergartners into school. Through a network of 46 affiliates, called "local partnerships," SCFS reaches children 0-5 and their families in every county of the state. With funding from the state, annually, SCFS provides over 2200 four-year-olds with access to Pre-K 4 across 64 school districts. SCFS is a public-private partnership with the ability to leverage state, federal and private funds to accomplish our state-wide mission. In addition to developing, funding and supporting programs and initiatives statewide, South Carolina First Steps also operates as a connector and convener serving as the Early Childhood Advisory Council for the state of South Carolina. In this capacity, the work of First Steps includes integrating government and private systems to ensure all children begin school ready to success. The diverse workforce that makes up the 50+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

Team: Grantmaking and Development

The SC First Steps Grantmaking and Development Team is charged with increasing South Carolina First Steps' investment in early childhood programs, services, and systems. The team has three primary responsibilities which include overseeing and expanding the role of SC First Steps as an intermediary funder of formula, competitive, and targeted grantmaking among local First Steps partnerships, First Steps 4K providers, and other early childhood system partner organizations; seeking additional public and private resources to leverage the state's financial investment in First Steps; and overseeing other resource development and capacity building efforts on behalf of the organization.

Position Description

Reporting to the Director of Grantmaking and Development, the Development Coordinator is responsible for cultivating relationships with current and prospective donors to South Carolina First Steps, raising operating and program funding in support of the organization's Strategic Plan, and organizing fundraising events. In addition to direct supervision by the Director of Grantmaking and Development, the Development Coordinator works closely with several other team members that play key roles in development efforts, including the Executive Director and Communications Director.

Responsibilities

- Locate sources of funding, approach suitable funders, and solicit donations to the organization from individuals, corporations, congregations, and foundations. Conduct diverse fundraising activities including mail and online fundraising appeals, presentations, site visits, and one-on-one asks. 25%
- Oversee donor recognition, thank you processes, stewardship activities and the organization's online giving platforms. Maintain a database to track contacts, resources, and development activities. Serve as the organization's expert user for Blackbaud Raiser's Edge. 20%
- Oversee annual fundraising campaigns, events, and ad hoc fundraisers, including organizing volunteer committees, soliciting monetary and in-kind donors, and event planning activities. 15%
- Work to meet clear annual and long-term fundraising goals for the organization, monitor short- and medium-term progress towards fundraising goals and make adjustments accordingly. 10%
- Collaborate with and support the Communications Team on marketing and media activity related to fundraising, including print materials, press releases and press events, and content for website, emails, and social media. 10%
- Support local First Steps partnerships in building their fundraising capacity by working with the Local Partnership Team to provide training, technical assistance, and resources. Support Local Partnerships in United Way workplace giving campaigns and other workplace giving, corporate match or "day of giving" programs. 10%
- Assist with researching potential grant opportunities and with preparing grant proposals. 5%
- Develop engagement strategies for the South Carolina First Steps Board of Trustees; help orient, manage, and motivate board members to personally give and solicit contributions on behalf of the organization. 5%

Qualifications

- Bachelor's degree or higher.
- Proven experience in fundraising, event planning, and other development activities.
- Ability to set and achieve strategic objectives, meet fundraising targets, and manage a budget.
- Strong written and verbal communication skills, including public speaking skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Strong computer skills including skills in Microsoft Office Suite and donor management software.
- Excellence in organizational management with the ability to coach staff and/or interns, manage, and develop high-performance teams.
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, local affiliates (partnerships), childcare partners, volunteers, donors, and clients.
- Ability to demonstrate and promote inclusivity and cross-cultural competence.
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.
- Action-oriented, entrepreneurial, adaptable, and innovative.
- Must be trustworthy, hard-working, positive, a team-player, and dedicated to the mission of South Carolina First Steps.

Preferred Qualifications

- Three or more years of proven experience managing and implementing fundraising plans, including setting and achieving performance targets for individual and organizational giving.
- Experience with Blackbaud Raiser's Edge or other donor management software.

Other Requirements

- Must possess a valid driver's license and vehicle to use in performance of job. Position requires some travel within South Carolina.
- Must be able to pass criminal background and child and adult maltreatment screens and a pre-employment drug screen.
- Ability to lift up to 25 pounds

Benefits:

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program and generous annual and sick leave policies, to a solid and secure retirement system. The State of South Carolina offers a competitive benefits program for state employees.

SC First Steps is an equal opportunity employer.

SC First Steps is a drug-free workplace.

To apply, submit your cover letter and resume to Samantha Ingram at HR@scfirststeps.org.