



Development Coordinator

Start Date: May 2024

Education: Bachelors and above

Location: Chicagoland – Woodlawn/Evanston

Type: Full-Time

Language: English

Salary/Wage: \$40,000-\$50,000

Overview:

MetroSquash was founded in 2005 as an out-of-school time program for Chicago Public School students. The first MetroSquash class consisted of 10 fifth-grade students, and utilized squash courts and classroom space at the University of Chicago. A grade level was added each year to realize a service pathway from 5th grade through post-secondary completion. In 2015, the organization raised over \$8M to construct a permanent home - the 8-court Hussain MetroSquash Center in Woodlawn. MetroSquash has 23 full-time staff serving over 400 students and their families annually. In 2018, MetroSquash opened its first satellite location in Evanston to serve students just north of Chicago. MetroSquash Evanston currently serves 60+ 6th-11th graders and utilizes academic and court space at the McGaw YMCA. The program will build a second eight-court facility in Evanston and is exploring plans to expand to the West Side of Chicago.

Description:

The Development Coordinator is supported by and reports to the Assistant Director of Development. The Development Coordinator will focus primarily on development operations, including CRM management, online fundraising platform management, volunteer coordination, special event preparation and coordination, and maintaining daily to weekly tracking of individual, corporation, and foundation donations. Additionally, this person will support the department in additional team tasks and events.

The desired candidate will help advance MetroSquash's interests by effectively collaborating with colleagues around backend functions focusing on database management. In this role, the Development Coordinator will ensure accurate accounting and efficiently support the development team to track donations and help steward donors. This position collaborates with other MetroSquash staff on reporting outcomes, financials, and funding priorities. MetroSquash seeks a candidate who is a self-starter, ambitious, goal-oriented, and creative, with the ability to work independently and collaboratively.

Key Responsibilities:

- Coordinate day-to-day donation input and consistent reconciliation reports across all CRM and fundraising platforms including Salesforce, related to events, recurring donations, and individual, corporate, and foundation donations.
- Manage and optimize donor profiles in Salesforce and all CRM platforms to ensure data integrity.
- Collaborate with the Assistant Director of Development to support annual fundraising events as needed, including the MetroSquash Cup, Golfing for Graduates Outing, and Gala.
- Collaborate closely with the Assistant Director of Development in creating and implementing development operations procedures, policies, and strategies.
- Build a network of volunteer and community partners and maintain good relationships with them to help grow the volunteer pool at MetroSquash.
- Contribute to our robust volunteer program including promotion, communication, recruitment, and networking opportunities.
- Maintain up-to-date volunteer data and profiles in the volunteer portal including background checks, liability forms, and all required onboarding processes.



- Participate with fellow Development staff to adopt a “team” approach toward daily fundraising operations at either our Woodlawn or Evanston location.
- Works with the Assistant Director of Development to promote fundraising events using flyers, advertisements, newsletters, digital marketing outreach, and also assists in creating those materials.
- Research new potential donors to help expand funding sources for the organization including individuals, grants, corporations, and community organizations.
- Perform additional administrative responsibilities as requested to support the department and the organization.

Required knowledge, skills & abilities:

- A bachelor’s degree and 1-3 years of business or non-profit development experience.
- Basic knowledge and experience with Salesforce: including best practices related to campaigns, reports, and engagement plans.
- Basic knowledge of fundraising strategies and techniques or an eagerness to learn.
- Professional written and interpersonal skills are essential when communicating with partners and donors.
- Comfortable with speaking in a public setting for community and volunteer tours.
- Ability to foster positive relationships with current and potential partners, donors, volunteers, and staff members.
- Self-motivation and discipline to regularly set and achieve work goals.
- Excellent organizational, interpersonal, and networking skills.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Demonstrated ability to take primary responsibility for a diverse number of projects and to complete them in a timely manner.
- Ability to work collaboratively in a team setting.

Vacation & Benefits:

15 vacation days and five sick days in the first year, 20 vacation days and five sick days in the second year, and 25 vacation days and five sick days each subsequent year. A generous benefits plan includes health & dental coverage, Simple IRA matching etc.

Other: Must be eligible to work in the United States.

How to Apply: Email your resume and cover letter to careers@metrosquash.org. No calls, please.