



DEVELOPMENT & ENGAGEMENT COORDINATOR GIRLS ON THE RUN OF GREATER KALAMAZOO

Updated: March 2023

Location: GOTR Office in Greater Kalamazoo

Compensation: \$18-\$19 an hour

Status: Part-time

ABOUT GIRLS ON THE RUN

GIRLS ON THE RUN MISSION STATEMENT

Girls on the Run Greater Kalamazoo is an independent non-profit organization affiliated with Girls on the Run International. We inspire girls to be joyful, healthy, and confident using a fun, experience-based curriculum which creatively integrates running. We envision a world in which every girl knows and activates her limitless potential and is free to boldly pursue her dreams.

GIRLS ON THE RUN GREATER KALAMAZOO CORE VALUES

- ☆ Recognize our power and responsibility to be intentional in our decision making.
- ☆ Embrace our differences and find strength in our connectedness.
- ☆ Embrace joy, optimism, and gratitude through our words, thoughts, and actions.
- ☆ Lead with an open heart and assume positive intent.
- ☆ Nurture our physical, emotional, and spiritual health.
- ☆ Stand up for ourselves and others.

GIRLS ON THE RUN OF GREATER KALAMAZOO STATEMENT ON DIVERSITY

Girls on the Run of Greater Kalamazoo is intentionally committed to providing equitable access to our programs for all girls. Through our mission, core values and movement towards an anti-racist identity, we nurture, celebrate and honor individuality. We strive to provide an inclusive environment and opportunities for volunteers, participants and staff.

WHO WE SERVE

Our council currently serves more than 1,000 girls across Kalamazoo and Allegan Counties along with Mattawan (Van Buren Co.) and Athens Area Schools (Calhoun Co.). Historically we have served more than 33,000 girls since 2002.

Frequently cited statistics note that communities of color, women, and other marginalized groups apply to positions only if they completely meet qualifications. Girls on the Run encourages you to upend those statistics and apply to this position. We excitedly anticipate your application.

POSITION SUMMARY

Reporting to the Executive Director, the Development and Engagement Coordinator oversees all aspects of GOTR fundraising including corporate sponsors, special events, fundraising campaigns, individual donor giving, peer-to-peer initiatives and community events. This position also serves as the lead staff member for outreach and volunteer engagement including general volunteers and GOTR 5K volunteers. This is a part-time position working an average of 28 hours a week, with additional hours during peak times of the year.

WORKING CONDITIONS

This is a part-time, year-round position, working an average of 28 hours per week. Typical work schedule is 9am-3pm Mondays, Tuesdays, Wednesdays and Thursdays, with additional hours as needed to complete work. Occasional evenings/weekends will be necessary during peak program periods.

Normal working conditions where there is no physical discomfort due to temperature, dust, noise and the like. Occasionally lifts average 30-pound boxes of supplies, materials, etc. to waist high level. Must be able to observe and hear program participants, staff, volunteers, and Council partners across a wide range of settings and interpret that input for the purpose of evaluation, monitoring and program modifications. Must have the ability to travel within assigned territory, with a personal vehicle and a valid driver's license.

RESPONSIBILITIES

Fund Development

- Facilitate the creation and implementation of an annual development strategy to achieve associated financial goals for the following priorities:
 - Corporate giving and sponsorships (including 5K and program needs)
 - Special Events
 - Individual Giving
 - Annual Giving
 - Peer-to-Peer Giving
- Oversee all aspects of fundraising special events, including but not limited to venue, invitations, attendance lists, and soliciting donations for raffles and silent auctions, etc.
- Create and implement an Annual Giving campaign(s).
- Develop a robust and sustainable base of individual donors.
- Develop and steward relationships with current and prospective new individual donors, seeking to increase number of individual donors and total revenue raised from individual donors.
- Oversee all aspects of GOTR Board Giving Campaign.
- Create and execute a schedule around donor stewardship, including thank you's for different levels of giving.
- Conduct prospect research for new funding opportunities.
- Regularly update and monitor donor information in Pinwheel, GOTR's donor management software.

Outreach & Engagement

- Coordinate the organization's volunteer program for office volunteers and special event volunteers, including GOTR 5K volunteers.
- Create and distribute the quarterly volunteer e-newsletter.
- Serve as the GOTR 5K Volunteers' lead staff member working with GOTR 5K Coordinator and Committee to recruit, place and recognize the approximately 500 volunteers needed for each 5K event.
- Act as liaison to major community fundraising and volunteer efforts, including but not limited to the Zeigler Kalamazoo Marathon, Kal-Haven Train Run, etc. and fill volunteer positions as needed.

- Regularly update and monitor volunteer information in Pinwheel.
- Direct prospective volunteers to specific projects as needed by other staff, the Board of Directors and committees.
- Collaborate with marketing consultant on development-related print, social media and website promotional efforts.
- Other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 1-2 years of relevant fundraising experience. Bachelor's degree preferred.
- Excellent verbal and written communications skills.
- Excellent attention to detail and proofreading skills.
- Strong organizational and problem-solving skills.
- Ability to manage multiple tasks simultaneously and work under time constraints.
- Experience with database programs.
- Outstanding relationship building skills and the ability to quickly engage other staff, community leaders, school personnel, volunteers, parents, children and program funders.
- Ability to present details about the GOTR organization and program to various stakeholders.
- Familiarity with copy machines, networks and laser printers.
- Experience with personal computers and proficiency using word processing instruments, Microsoft Excel and Microsoft Outlook software.
- Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values.
- Understands and embraces a healthy lifestyle in thought, word and actions. Exemplifies these values.

TO SUPPORT YOUR SUCCESS, YOU CAN EXPECT

- A mighty staff who are passionate about working together to fulfill the mission and have fun along the way.
- A solid volunteer base and supportive community.
- The opportunity to roll your sleeves up to support the work of the organization and learn and grow with your colleagues.
- Respect for work-life balance. You will work hard, but we respect your need to recharge your batteries.
- Generous Paid Time Off and Paid Holidays.

Girls on the Run of Greater Kalamazoo has established and maintains a policy that provides equal employment opportunity for all qualified employees and applicants regardless of the individual's gender (including pregnancy), gender identification, race, color, ethnic or religious background, descent or nationality, religion, height, weight, marital status, age, non-disqualifying handicap, veteran status or sexual orientation.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

APPLICATION PROCESS

Interested candidates must submit a letter of interest, current resume and list of 3-5 professional references for consideration. Please submit materials to careers@girlsontherunkazoo.org. This position will remain open until filled.