



Development Coordinator (30 Hours/Week)

- Louisville, KY, USA
- Part-time

Company Description

JDRF is the leading global organization focused on type 1 diabetes (T1D) research. JDRF's goal is to progressively remove the impact of T1D from people's lives until we achieve a world without T1D. JDRF collaborates with a wide spectrum of partners and is the only organization with the scientific resources, policy influence and a working plan to bring life-changing therapies from the lab to the community. As the largest charitable supporter of T1D research, JDRF has invested nearly \$2B in research over the past 45 years and is sponsoring scientific research in 17 countries worldwide. For more information, please visit <http://www.jdrf.org>.

As a JDRF team member, you can look forward to interesting and challenging work, building strong relationships with fellow staff and our network of volunteers, and having a meaningful impact on the lives of everyone affected by this devastating disease.

This is a part-time role requiring 30 hours per week.

The compensation package includes full benefits.

Job Description

The Development Coordinator will organize, coordinate, implement and expand a variety of the Kentucky and Southern Indiana Chapter's programs and development activities that build and strengthen links to potential and existing volunteers and donors and that grow the Chapter's revenue through corporate, individual, volunteer, and other community involvement.

Responsibilities include:

- Support and maintain the vision, mission, priorities, and guiding principles of JDRF.
- Coordinate logistics for the Kentucky and Southern Indiana Chapter's One Walk program.
- Contribute to the development, execution and evaluation of organizational communication plan (i.e. appeals, newsletter, social media, press releases).
- Coordinate and track all auction items for galas, including management of bidpal and check-out.

- Manage and maintain accurate and complete financial records. Submit reports to the chapter Executive Director and others as assigned. Ensure that the logistics and budget/timelines are met for each assigned activity.
- Ensure accurate recording of information in database, file system, and/or records. Create, update, and revise as needed.
- Respond to and follow through on inquiries, needs, complaints and/or issues in a prompt and courteous manner. Accountable for meeting deadlines, responding to volunteers, Executive Director and other department requests.

Qualifications

- Experience working in non-profits and/or working with volunteers.
- Must be a self-starter while also being collaborative and an amazing team player!
- Knowledge of administrative procedures, such as coordination of people and resources, planning, and resource allocation, as well as ability to develop presentations, reports, and business correspondence, manage files and records, and coordinate other office procedures.
- Ability to interface with all levels of staff and volunteers.
- Excellent interpersonal and relationship-building skills. Active listening, analytical, and problem solving skills.
- Effectively multi-task, establish priorities, and work in a fast paced environment. Highly efficient in time management and can meet deadlines under pressure. Detail-oriented and strong organizational skills.
- Experience with computer systems and databases. Proficient in Microsoft Word and Excel.
- Bachelor's degree required.
- Ability to travel locally required. Occasional evening and weekend work required as needed.

Additional information

If you'd like to join our team, please submit your resume and cover letter with salary requirements to JDRF by clicking the job URL <http://smrtr.io/3mM2m>
 JDRF is an Equal Opportunity Employer