



About the Development Coordinator Role

The Madison Public Schools Foundation (MPSF) is the sole fundraising entity in support of Madison Metropolitan School District. As such, we are seeking a resourceful professional to join our team in this important Development Coordinator role. This position works closely with the Foundation board and staff to achieve annual fundraising goals with a concentration on successful annual giving programs and donor stewardship initiatives. This position is also responsible for effectively and efficiently using resources and the donor management system to measure and achieve development goals. The Development Coordinator will be expected to think strategically and to perform both detailed and creative work.

Duties & Responsibilities: Fundraising & Donor Relations

- Lead the execution of the Foundation's annual individual and corporate donor giving programs.
- Design and implement giving strategies and campaigns.
- Collaborate in the planning and execution of donor cultivation and stewardship events.
- Support the President on major gift and other fundraising priorities.
- Be a student of philanthropic and fundraising trends as they inform and impact local practices.
- Cultivate and steward positive relationships with individual donors, corporate partners and volunteers.
- Develop and maintain positive working relationships with Foundation and MMSD colleagues.

Duties & Responsibilities: Department Operations

- Plan and coordinate pledge and gift acknowledgement process with the Operations Manager
- Manage delivery of benefits to Schools Make Madison Sponsor donors.
- Document and update procedures that maintain and maximize the use of the donor database.
- Execute tasks such as generating queries, reports and lists from donor management system, print materials, and facilitate internal/external stakeholder content reviews as needed to execute campaigns and events.
- Conduct prospect identification, research, and analysis.
- Administrative support / prep for bi-monthly Resource Development Committee meetings.

Duties & Responsibilities: Communications and Events

- Collaborate on content development for donor communications across marketing channels, and creation of collateral materials, proposals, and reports.
- Track RSVPs and generating attendance lists for events.
- Coordinate post-event communication process.

Experience & Skills: A passion for public education and commitment to the successful futures of Madison's public-school students. Three or more years of fund development experience (annual giving, corporate giving, and/or donor relations) is highly preferred. A self-starter with exceptional interpersonal skills with the ability to work effectively with a diverse population in a highly collaborative environment. Find the full job description and qualifications: <https://schoolsmakemadison.org/about-us/employment/>.

Candidates should be committed to anti-racism work, a critical element of the Foundation's culture.

This is a full-time, salaried exempt position. Salary range is \$55,000 - \$65,000 based on experience. We offer a comprehensive benefits package, including monthly cell phone stipend. Please submit a