Development Operations Coordinator

**Status:** Full-time, salaried position (exempt employee)

**Benefits:** Yes

**Reports to:** Director of Development

**Direct reports:** N/A

**Overview of Position:**
Marwen seeks a passionate and innovative fundraiser who believes in the power of young people, community, and the arts. The Development Operations Coordinator serves as the database expert fostering timely reporting and analysis of fundraising activities. This position also serves as a logistics coordinator for fundraising events and communications. Reporting to the Director of Development, this role establishes and maintains high functioning record keeping, gift processing, and administrative support.

**Development Operations & Data**
- Serve as the primary manager of Marwen's donor database, overseeing the strategic configuration of the database and training all users as appropriate
- Manage gift processing, gift and pledge entry, and timely acknowledgment of all contributions
- Generate high-level reports, including monthly and quarterly fundraising progress updates, board give/get analysis, appeal performance, and prospect management reports.
- Collaborate with the Finance team to reconcile daily cash logs and reports as well as maintain accurate records of outstanding balances and generate invoices as needed
- Perform clerical and administrative tasks related to the department's needs, supporting the Director of Development in ensuring department wide projects are executed efficiently
- Work in collaboration with the programs, communications, and finance teams in the collection and distribution of various organizational data points, including but not limited to program data, donor/funder lists, and finance reports

**Events & Communications Management**
- In collaboration with the Manager of Individual Giving & Stewardship, support the vendor relations and other logistics for all cultivation and fundraising events
- Develop and coordinate event timelines, mapping out key milestones for communications pieces, along with the night-of program and staffing plans
- Track and maintain event data, including but not limited to guest lists, sponsorships, ticket sales, and fulfillment of sponsor benefits
- Coordinate staff, volunteer, and community involvement for development events and activities
- Collaborate with the Manager of Development Communications & Grants to execute all Annual Fund appeals and communications projects

**The ideal candidate will have:**
- 1-3 years experience at a nonprofit organization with preference for experience at organizations working in arts, culture, education, and/or social justice
- Types of experience could include database management, event planning, executive assistant and/or fundraising
- Passion for or interest in the visual arts or youth development programs
● Technical skills:
  o Proficiency in Microsoft Word and Excel or Google Docs and Sheets
  o Database management experience, preferably a fundraising database

● Character and Values:
  o Ability to communicate (verbally and in writing) effectively with staff, board, donors, and volunteers
  o Strong organizational skills with the ability to work autonomously setting goals, establishing priorities, and achieving objectives
  o Possess a high level of initiative, creativity, flexibility, attention to detail, and resilience

The compensation for this position is $40-45K annually commensurate with experience. Marwen’s benefits plan includes Health, Dental and Vision insurance covered at 100% for employees and 75% for dependents, 100% paid life insurance policy, 20 PTO days granted 1st year of employment, additional shared PTO pool, 17 Paid Holidays, Retirement plan with company match, Health Flexible Spending Account, Dependent care assistance program, Adoption assistance program, Employee Assistance Program, Public transit pre-tax program, Free parking, Professional Development stipend and Hybrid work hours (1 day remote/ 4 days in-office). Marwen is an equal opportunity employer committed to diversity and equity in the workplace. We strongly encourage those who reflect our communities to apply, including bilingual individuals, LGBTQI and/or people of color.

Please send a resume and cover letter to afield@marwen.org with the subject line “Development Operations Coordinator.” The application deadline is June 1, 2022.

About Marwen:
Marwen educates and inspires young people to nurture their growth and build their futures through art and community. Founded in 1987, the no-cost studio and pathway programs exist for young people in Chicago who want to explore visual arts and do not have access to arts programming due to financial and systemic barriers. Courses are facilitated by cohorts of intergenerational teaching artist teams.