Development Coordinator

At Van Alen Institute, we believe design can transform cities, landscapes, and regions to improve people’s lives. We collaborate with communities, scholars, policymakers, and professionals on local and global initiatives that rigorously investigate the most pressing social, cultural, and ecological challenges of tomorrow. Building on more than a century of experience, we develop cross-disciplinary research, provocative public programs, and inventive design competitions. Learn more at www.vanalen.org.

ROLE DESCRIPTION

The Development Coordinator is responsible for supporting the Executive Director, Director of Development, and Board of Trustees. In close collaboration with the Executive Director (ED) and Director of Development (DoD), the Development Coordinator focuses on moves management—the process for moving prospects from cultivation to solicitation—and the development and implementation of strategies to increase engagement across the Van Alen board and membership groups. With keen awareness and attention to detail, the Development Coordinator manages key external facing relationships for the ED and DoD. Acting also as the primary liaison to the Board of Trustees (BoT), the Development Coordinator leads effective communication with the group.

DUTIES

Specific duties include but are not limited to:

Administrative Management

- Provide a wide range of administrative support to the Executive Director (ED)
- Strategically coordinate day-to-day scheduling for ED and external facing meetings in congruence with Director of Development’s (DoD) calendar
- Manage administrative and organizational tasks such as: arranging travel and accommodation, taking minutes, preparing research and documents, and maintaining records
- Research and compile data to prepare documents for review and presentation to the board
- Review, assess, route, answer, and monitor follow up actions on correspondence related to ED
Board Leadership

- Assume a leadership role in planning tasks to execute high-level meetings and events, such as BoT and Committee meetings, BoT retreat, and special events. Tasks include: setting meeting agenda, tracking attendance, prepping materials, and managing location and catering
- Provide administrative support to the BoT Executive and Nominating & Governance Committees for quarterly meetings
- Work strategically with the Nominating and Governance Committee Chair and DoD to manage the BoT nomination process; cultivate and steward prospective BoT candidates
- Manage board succession planning with DoD; track terms and membership contributions
- Strategically develop a plan to enhance board fundraising, engagement, and participation in collaboration with ED and DoD
- Coordinate on-boarding and exit processes for new board members

Development

- Support DoD in the research, development, and maintenance for extensive prospect pipeline
- Support moves management, donor development, and annual cultivation strategy
- Support the strategic planning and development of all membership groups; manage and track membership contributions for the Councils
- Prepare comprehensive meeting briefs for all prospects, funders, and external engagements
- Log all data related to external facing contacts in Salesforce; create pings for tasks, touch points, and opportunities for moves management

QUALIFICATIONS

- Bachelor’s degree and minimum two years’ experience in fundraising that demonstrates a proven track record of outstanding administrative, writing, and networking skills
- Interest in the design, architecture, and urban planning fields locally and nationally
- Ability to distill large amounts of information into concise and relevant briefings for relationship management and prospect cultivation
- Excellent interpersonal skills, including the ability to work well with staff at all organizational levels and to interact professionally with trustees, members, donors, volunteers, and other external stakeholders in person and via telephone and email communication
• Highly organized and detail oriented, with a demonstrated ability to manage multiple priorities and projects, meet deadlines, and produce quality work within tight time constraints
• A high level of energy, initiative, and ability to think creatively and strategically are essential
• Computer proficiency in MS Word, Excel, Google Drive; and databases (preferably Salesforce)

HOW TO APPLY

Please send your application to jobs@vanalen.org with cover letter, resume, and writing sample in a single PDF with subject line “Development Coordinator: [Name]”

Generous benefits are provided at no extra cost to employee. Contribution is required for dependents. Van Alen Institute is an equal opportunity employer.