

## Development Coordinator

**Reports To:** Sr. Director of External Relations

**Location:** Ulman Foundation Headquarters - 1215 E Fort Ave. Suite 104 Baltimore, MD 21230

**Exempt/Non-Exempt/Contract/Temporary:** Exempt

**Full Time/Part Time:** Full Time

**Standard Office Hours:** Normal office hours of 9am-5pm Monday through Friday

**Our Mission:** Ulman Foundation is a national non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer.

**Your Role in Our Mission:** The Development Coordinator's work ensures a great giving experience for Ulman Foundation supporters, and supports the financial wellbeing of the organization. This position contributes through stewardship, writing, administrative support, and prospect identification/donor research. Working closely with his/her supervisor, the President & CEO, and External Relations team members, the Development Coordinator will learn a great deal about all aspects of development and fundraising while contributing to our important mission.

### Specific Position Duties Include:

- Provide logistical support of Ulman's giving societies, including coordinating with donors and Ulman House staff to schedule volunteer opportunities, collecting and writing/editing donor stories to feature, and coordinating meaningful stewardship for donors.
- Manage scheduling, primarily of donor visits, and also for other needs as assigned, for CEO and Sr. Director of External Relations
- Coordinate organization-wide stewardship efforts in collaboration with colleagues. Write and merge acknowledgment letters, prepare stewardship report mailings, organize "thankathon" days, etc.
- Execute direct mail solicitations. Draft copy, prepare mailing list, coordinate with mailhouse, keep postal requirements current, and ensure appropriate follow-up.
- Establish/maintain tracking mechanisms for groups of donors/prospects around campaigns or other initiatives.
- Write copy/create written content as needed for development-related needs, including but not limited to blog posts, social media posts, annual reports, event programs, email communications, press releases.
- Coordinate regular personalized mass communications from CEO/leadership to stakeholders.
- Represent the Ulman Foundation at internal and external events as needed.
- Attend and/or conduct donor visits, calls, other communications as assigned and appropriate. Approach all external interactions through a development lens.
- Other related duties as assigned.

#### Ulman Headquarters

1215 East Fort Ave, Suite 104  
Baltimore, MD 21230

#### Ulman House

2118 East Madison St.  
Baltimore, MD 21205

#### [ulmanfoundation.org](http://ulmanfoundation.org)

[info@ulmanfoundation.org](mailto:info@ulmanfoundation.org)  
410.964.0202

**Qualifications/Skills:**

- Intermediate or greater skill in Microsoft Office and/or G-Suite programs
- Experience working in a CRM preferred
- Able to interact appropriately and respectfully with major donors, families impacted by cancer, volunteers, elected officials, board members, and other stakeholders
- Some development experience preferred
- Ability/willingness to work some evening and weekend hours (flex time provided in return)
- Excellent writer

**Benefits:**

- Innovative and dynamic work environment; creative and humanistic culture
- Support a very meaningful cause with the ability to interact directly with clients and supporters
- Endless opportunity for learning and professional growth
- Flexibility in work schedule and location
- Excellent PTO and parental leave policies
- Excellent health and wellness benefits

*Please send a resume and cover letter to [careers@ulmanfoundation.org](mailto:careers@ulmanfoundation.org) with "Development Coordinator in the subject.*