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.
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 with “Development Coordinator in the subject.”