

Development Coordinator

Reports To:	Sr. Director of Development	Manages:	N/A
Remote/In-Person:	Hybrid	Location:	Ulman House - 2118 E. Madison St, Baltimore, MD 21205
Exempt/Non-Exempt:	Exempt	Full Time / Part Time:	Full Time
Compensation:	\$45,000 per year		
Benefits:	<ul style="list-style-type: none"> ● PTO - 15 days/yr prorated ● 13 paid holidays ● Employer funded health insurance ● Retirement plan + 3% match ● Employer funded STD, LTD, AD&D and life insurance ● Employer funded employee assistance program ● Monthly reimbursements for cell phone (\$50) and wellness (\$20) 		

About Us: Ulman Foundation is a non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer. We offer support to adolescent and young adult patients, survivors and their loved ones through our patient navigation programs, our traditional and non-traditional support groups, and through Ulman House (“the House”), our no-cost home away from home for those traveling to Baltimore for treatment.

At Ulman, we believe the community of support that we create for our patients begins with creating a community of support amongst our team. We strive to maintain an environment where we can all bring our best, most authentic, and whole selves to work, where we feel seen, heard, respected and valued, and where we have the tools, resources and support we need to be successful in our work and in our lives.

Cancer affects us all. The Ulman Foundation supports and recognizes each individual as a whole. No matter where you’re from, what you believe, who you love, or how you identify, you are welcomed, respected and supported within the Ulman Community.

About the Development Coordinator Role: As the Ulman Foundation Development Coordinator you will play a vital role in growing our community of support, building and maintaining relationships with our donors and fundraisers, and helping us to increase our impact through meeting and exceeding our fundraising goals. You will be responsible for connecting young adults to the Ulman Foundation’s mission, encouraging community members to take their first or next steps with our organization, supporting, stewarding and engaging a segment of our donor portfolio, and ensuring the success of many of our third-party events through our DIY Fundraising program. You will work closely with our Development team leaders, our Events & Experiences and Marketing teams, our Database Coordinator, and our Volunteer Coordinator to ensure the success of your outreach, engagement, and fundraising efforts. Successfully executing this role will ensure that the adolescents and young adults in our community continue to have the support of their peers and that our ability to deliver on our mission continues to increase over time.

Ulman House
2118 East Madison St.
Baltimore, MD 21205

ulmanfoundation.org
info@ulmanfoundation.org
410.964.0202

Specific responsibilities of this position include:

Community Outreach

- Create and execute a strategy for engaging young adults in the Baltimore area and getting them involved in Ulman's mission, events and fundraising efforts
- Increase awareness of the Ulman Foundation brand and work amongst the Baltimore community
- Ensure that opportunities for major gifts, corporate engagements, peer-to-peer fundraising and third party events are communicated with and appropriately collaborated upon within the Development and Events & Experiences team
- Work with the Marketing team to utilize various channels, including social media, email campaigns, and events, to expand donor engagement and awareness

Donor Relations & Stewardship

- Develop and implement strategies to engage, cultivate, and steward low to mid-level donors, to ensure donors feel valued, engaged, and connected to our organization's mission
- Oversee monthly giving, workplace giving, and other specialized campaigns
- Assist in creating and executing targeted fundraising campaigns and initiatives aimed at the low to mid-level donor segment, including direct mail, email, and social media campaigns
- Maintain accurate donor records in the organization's CRM system, Neon, ensuring timely and appropriate updates to donor profiles, interactions, and giving history
- Support Board of Directors with administrative tasks including oversight of their required give and get fundraising efforts
- Develop acknowledgement letters, tailored communications, and materials for donor engagement
- Work closely with Database Coordinator on acknowledgement process and oversight

Third Party Events

- Work with our Events & Experiences team to manage a portfolio of third party DIY Fundraisers
- Support third-party fundraising events, providing guidance and coordination assistance to event organizers to ensure successful execution and alignment with the organization's goals and brand

Other Responsibilities

- Collaborate with other departments at Ulman to provide assistance, share insights, and contribute to the success of various initiatives and activities across the organization, fostering a cohesive and collaborative work environment
- Other responsibilities as assigned

About You: If you are an enthusiastic, relationship-oriented, mission-driven person who is excited about growing in your career as a nonprofit fundraising professional, this could be the perfect role for you. To be successful in this role you must be experienced in relationship building, motivated to achieve defined goals, and strong at both communications and strategic thinking. In this role you must have a passion for Ulman's mission and a commitment to fostering positive relationships across various stakeholders.

Educational requirements, credentials, or licenses required:

- High school diploma or equivalent required
- 2+ years of work experience preferred

To Apply: If you are interested, please submit a cover letter and resume to careers@ulmanfoundation.org with "Development Coordinator" as the subject line.

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