



**Job Announcement**  
**Development Coordinator**  
April 2021

**Organizational Overview**

URGE plays a unique and critical role as a reproductive justice organization that engages young people and catalyzes their power to fight for the ability of all people to build the families they want, access the healthcare they need, and to live and love in a way that's true to who they are. Working with young people ages 18-30, and the leadership of young people of color, women, queer, trans, and nonbinary folks, and people of low-income, URGE provides training, field mobilization and national leadership to move policy, systemic, and cultural change.

**Position Summary**

URGE seeks to hire a Development Coordinator. This is a new position for URGE, and we are looking to hire someone with the patience, experience, and curiosity to co-create the position with us. This position is primarily responsible for prospect research, grant writing, and broad administrative and logistical support of the department.

presents an exciting opportunity for a professional who has a desire to strengthen a development program and has a deep passion for reproductive and gender justice.

The Development Coordinator, alongside the Deputy Director for Resource Development, Data Manager, Individual Giving and Alumni Relations Manager, and Senior Manager of Major Gifts, will serve as a key member of our five-person fundraising team.

**Placement:**

This position can be based anywhere; preference will be given to candidates with experience living or working in any of the following states: Alabama, California, Georgia, Kansas, Ohio, or Texas. URGE may not have an office in all these locations; candidates must be prepared to work from a home office with equipment provided by URGE.

This is a full-time exempt position that reports to the Deputy Director for Resource Development.

**Responsibilities**

Institutional Donors – 50%

- Prepare all necessary grant-related deliverables including letters of inquiry, proposals and

grant applications, reports including financial reporting meeting all deadlines throughout the process.

- Drive all efforts in the writing of grant proposals; coordinate proposal development with key program staff and serve as proposal editor.
- Conduct foundation and corporate grants research – manage an ongoing list of new grant prospects with the identification of priority prospects.
- Build a foundation prospect pipeline and draft appropriate engagement strategies
- Work closely with program staff on the development of new proposals and reports, including providing direction on content and prioritization, writing narrative, and creating budgets.

#### Individual Donors – 30%

- Assist team with the creation of development materials including marketing collateral, impact reports, newsletters, acknowledgement letters, and annual report.
- Support event planning, including compiling mailing lists, managing invitation, and fundraising lists, coordinating logistics, and acting as an organization ambassador at fundraising events, donor cultivation events, and partner convenings.
- Works with team on donor database management.
- Support creation and implementation of solicitation and stewardship plans for donors.

#### Departmental Duties – 20%

- Support internal team functions including scheduling and taking notes during a bi-weekly development team meeting and interdepartmental meetings.

Other related duties as necessary.

#### **Qualifications**

- Commitment to reproductive and gender justice, abortion access for all, queer and trans liberation, building young people's political power, and dismantling white supremacy.
- Commitment to co-creating a work environment that is just, equitable, and inclusive to all, including Black, Indigenous, and other people of color, LGBTQIA+ people, women, and people with disabilities.
- Ability to convey URGE mission and values in a compelling manner to potential donors.
- Minimum two years' professional fundraising experience, with exposure to research and grant writing. Please note that this is not an entry-level position.
- Superb writing and oral presentation skills in English.
- Demonstrated project management skills with the ability to manage and prioritize multiple projects simultaneously and independently.
- Flexibility and comfortable in an unstructured environment.
- Experience working with customer relations management tools.
- Self-motivated, proactive with exceptional customer service skills.
- Knowledge of sexual and reproductive health issues a plus.

- Must be willing to travel throughout the U.S. and work some weeknights and weekends.

**Salary:** \$48-\$58k annually with excellent benefits, including health and dental coverage for staff fully paid by URGE. Because of the differences in cost of living based on location, URGE utilizes location in determining salary, among many factors.

**To Apply:** Applications accepted on a rolling basis. Please state “**Development Coordinator**” on the subject line. Incomplete applications will NOT be considered. Please send a cover letter and resume to [jobs@urge.org](mailto:jobs@urge.org).

*URGE is an equal opportunity employer. Black, Indigenous and other people of color, LGBTQIA+ people, and those with disabilities are strongly encouraged to apply.*