Growing Leaders Philanthropy Initiative Coordinator

Since 2003, Growing Leaders has helped more than 2.2 million middle school, high school and college aged students. Today, we have focused our support for schools and organizations focused on providing social and emotional learning/leadership (SEL). Our goal is to equip the emerging generations with skills to lead in real life.

Position: Philanthropy Initiative Coordinator

Term: Full Time 40 hours per week – evenings and weekends during major events

Location: Growing Leaders HQ, Peachtree Corners, Georgia

Reporting to: Chief Philanthropy Officer

The Philanthropy Initiative Coordinator (PIC) will support the implementation of a strategic approach to fundraising that will include annual fundraising activities, major gifts, event sponsorships, a grant writing program and the solicitation of pertinent in-kind resources. Direct responsibility and leadership will be needed with all domestic and international grant partners on an annual basis (approximately 40 partners annually).

Primary Duties and Responsibilities (in collaboration with the Chief Philanthorpy Officer), the PIC will assist with:

• Creating a fundraising plan that addresses both the expansion of existing and the addition of new revenue streams thus increasing Growing Leaders annual revenues in support of the strategic direction of the organization.

• Developing and implementing a budget for the annual fundraising plan.

• Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.

• Developing a timelines for various fundraising activities to ensure plans and critical fund raising processes are carried out in a strategic and timely manner.

• Developing policies and procedures for the organization that reflect best practices in the industry.

• Prepare and submit fundraising reports/metrics as outlined in the fundraising plan to generate funds for the organization.

• Oversee the leadership and execution of the Nextwave Society – Growing Leaders monthly giving society.

• Oversee the administration of a donor database that supports all of the Initiative’s fundraising and stewardship initiatives.

• Engage volunteers for special events using established management practices.

**Qualifications:**

• 2-year or 4-year university degree

• *Desired* Knowledge and experience in most types of fundraising initiatives including direct mail, special events and sponsorship.

• Working knowledge of donor management software, Microsoft Office, social media.

**Working Conditions:**

 • The PIC will work in an office environment often visited by volunteers, Nextwave Society Members, Donors and certification attendees (Next Generation Facilitator Training)

Interested candidates are invited to submit their cover letter and resume to:

Amanda Bracken, Chief People and Culture Officer

Growing Leaders

190 Technology Parkway, Suite 100

Peachtree Corners, GA 30092

This competition will remain open until a suitable candidate has been found. We thank all applicants for their interest; however only candidates selected for interview will be contacted.