

AN OPPORTUNITY TO JOIN A GREAT TEAM!

JOB TITLE DEVELOPMENT COORDINATOR
DEPARTMENT DEVELOPMENT
REPORTS TO DIRECTOR OF DEVELOPMENT

ABOUT USDAN

Usdan has been recognized as a Top Nonprofit Workplace in 2021, 2022, 2023, and 2024! Usdan opens a world for children to joyfully express their creativity and develop their artistic skills. Each summer, teachers and artists — actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists — come together to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, gain personal independence, and have fun, while developing new skills and techniques in their chosen artforms.

POSITION SUMMARY

Working in service of the organization and its mission, the Development Coordinator plays a key role in supporting the day-to-day operations of the Development Department. With a focus on database management, donor relations, and event execution, this role is integral to advancing the organization’s philanthropic goals. The Development Coordinator will assist in all phases of the donor engagement pipeline, including research and prospect identification, solicitation, and stewardship. Reporting directly to the Senior Development Coordinator and working closely with the Director of Development, this position provides essential administrative and project management support to ensure the success of fundraising initiatives and deepen relationships with donors and stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage CRM database and maintain data accuracy and integrity; enter prospect, donor, and stakeholder data, including up-to-date contact information, meeting notes, future tasks, pledge and gift receipts, and gift acknowledgements.
- Provide administrative support to the Executive Director and the Development team as needed including scheduling meetings, coordinating campus visits, tracking grant deliverables, preparing meeting materials, and managing meeting follow up/next steps.
- Support the Development team with donor cultivation, solicitation, and stewardship activities including creating related materials tailored for the donor engagement pipeline.
- Conduct thorough research on prospective and current donors, including creating detailed profiles.
- Assist with planning, organizing, and executing cultivation and fundraising events.
- Lead the timely production and mailing of donor acknowledgement letters, thank you letters, and other mass mailings as needed.
- Generate revenue and other reports as needed.
- Attend professional development opportunities, trainings in administrative procedures, and safety



trainings as required.

- The above job description is not intended to be an all-inclusive list of duties and standards of the position. The Coordinator will be expected to follow any other instructions, and perform any other related duties, as assigned by their supervisor.

JOB REQUIREMENTS

QUALIFICATIONS

This position requires a collaborative, analytical individual with the ability to understand the organization's needs.

- Minimum 2 years of professional experience in the nonprofit sector.
- Strong interest in professional growth, learning and advancing one's skills, and positively contributing to Usdan's mission and development goals.
- Proactive, mission-driven, results-oriented individual with a strong ability to prioritize and manage simultaneous projects to completion on time.
- Demonstrated experience and skill in grants and donor management, fundraising evaluation and reporting, and use of database systems.
- Strong ability to exercise discretion when handling sensitive organization and donor data.
- Exceptional interpersonal, verbal, written, and digital communication skills.
- Demonstrated success in building relationships across teams, partners, and individuals at all levels.
- Ability to synthesize, analyze, and present information and outcomes clearly and effectively.
- High level of organizational skills and attention to detail.
- Highly proficient in Microsoft Office.
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.
- Have reliable transportation to Usdan's campus. Requests for accommodations are subject to approval by senior management.

SALARY & BENEFITS

- This is a full-time, nonexempt position with an hourly rate ranging from \$24 to \$28, based on experience and qualifications.
- Usdan offers various benefit plans for employees and their families, including, but not limited to medical, dental, vision, retirement, and flexible spending.

HOURS & LOCATION

- September through May:
 - Monday-Friday hybrid 2-day in office / 3-day work from home schedule.
 - Workdays are at least 8 hours, with the possibility of additional hours based on business needs.
 - The hybrid work schedule is subject to change as business needs evolve. Usdan will endeavor to provide as much advance notice as possible.
- June through August: Monday-Friday in office 5 days per week. During the summer camp season, the day begins at 8am.

- Year round: Some evening and/or weekend work required with flexible shift between the hours of 8am and 6pm.

PHYSICAL DEMANDS

Usdan is a 140-acre campus with facilities spread throughout - distances vary and are along uneven surfaces, up and down hills. Some facilities are elevated and require one to two stairs to enter. Although this position mostly consists of office work, there will be many opportunities for this position to traverse the campus, especially during the summer season. Some staff walk an average of two miles per day. Other physical demands include the ability to work in a hot, humid environment; the ability to speak clearly and understand the speech of another person; and the ability to prioritize sounds and focus on one sound among many.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical functions of this position.

TO APPLY

- Please apply through our online application: : <https://www.usdan.org/employment>
- PDF files are preferred attachments. No phone calls please.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.