

FIRST Indiana Robotics
PO Box 80541
1300 E. 86th St.
Indianapolis, IN 46340



FIRST Indiana Robotics Development Coordinator

Reports to: FIN President

Located: Indiana

Type of Position: Part-Time

Ideal Start Date: August 1st - 15th, 2021

Organization Description:

FIRST Indiana Robotics, a growing 501 (c)(3) organization, is seeking a Development Coordinator for our organization. This is a unique opportunity for a talented individual with strong organizational & communication skills who has a passion for nonprofit development.

FIRST (For Inspiration and Recognition of Science and Technology) is a multinational non-profit organization that aspires to transform our culture, making science, math, engineering, and technology as cool for kids as sports are today. As the Indiana-based robotics community dedicated to preparing students for life, FIRST Indiana Robotics (FIN) believes that our future is built better together and improving the world starts with our youth. Our mission is to inspire young people in Indiana to be science and technology leaders and innovators, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

Through mentorship partnered with hands-on learning, problem-solving connected to community engagement, and core values applied in times of intense competition - FIRST is about more than a robot, it builds the people who will change the world.

Position Summary:

The FIRST Indiana Robotics Development Coordinator will focus on maintaining FIN partner relationships through documentation, communications, and impact reporting processes. An individual in this role would also focus on building out the FIRST Indiana Robotics Individual Donation Program and coordinate the VIP events at State Championship, Semi-State, & District event levels of competition. The FIRST Indiana Robotics Development Coordinator will work closely with the President of FIRST Indiana Robotics, FIN Corporate Partners, and the Vice President of Programs for FIN. Key responsibilities include:

- Maintain a database of donors, current and potential, as well as other key partners.
- Support in grant writing and funding proposals to potential sponsors.
- Develop and manage the FIN Individual Donation Program.
- Integrate VIP Program coordination in the state to utilize events that recognize sponsors, donors, and other key organization partners.
- Create PR/promotional material, solicitation letters, and follow ups with Thank You notes to confirmed sponsors.
- Travel throughout the state weekdays and some weekends primarily during the height of the FIRST Robotics Competition (FRC) season (March-April) for VIP events.

This individual must have strong attention to detail and the ability to work to deadlines independently and as part of a team. The ability to keep information organized and be and flexibility are key aspects of this position. The ideal candidate cares deeply about supporting youth to reach their maximum potential and helping to build a pipeline for tomorrow's workforce across the private and public sectors of Indiana.

Education:

Bachelor's degree granted upon the completion of a four year program from a recognized college or university. FIRST Indiana Robotics is dedicated to the goal of building a culturally diverse team that is committed to working in a multicultural environment and strongly encourages applications from women and minorities. Having nonprofit or philanthropic experience is strongly encouraged.

Abilities required include:

- Experience in organization development, fundraising and collaborative partnerships.
- Strong verbal and written communication skills; ability to effectively communicate to senior leadership (internal and external) as well as with donors and volunteers.
- Experience with STEM education concepts and willing to learn about the FIRST programs.
- Demonstrated ability to perform numerous functions in an organization.
- Attention to detail and ability to work to deadlines independently as well as with others.
- Proficiency in using social media, cloud, and other digital communication platforms.
- Thrives in a self-driven environment to complete goals and objectives.
- Ability to read, write, speak and understand English fluently.

Compensation:

This is a part-time, hourly position with a flexible working location. FIRST Indiana Robotics will cover any transportation costs related to the position and support professional development through training programs and conferences.

Hours: 540/year - These hours will be flexible based on the needs of the program.

This position does not include medical insurance.

Please send your cover letter, resume (optional), and the FIRST Indiana Robotics application for employment form to:

FIRST Indiana Robotics
Careers@IndianaFIRST.org