

# Development Coordinator

This position is the Development Coordinator of FIRST Indiana Robotics responsible for implementing and executing the fundraising strategy. The Development Coordinator reports to the President of FIRST Indiana Robotics (FIN).

This is an annually renewable 12-month agreement with competitive compensation.

[Please send an application for employment, cover letter, and resume for consideration to [careers@indianafirst.org](mailto:careers@indianafirst.org) by February 1<sup>st</sup>, 2019]

## 1. KEY ACCOUNTABILITIES

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- Maintain a database of donors, current and potential, as well as other key partners.
- Create PR/promotional material, solicitation letters, and follow ups with Thank You notes to confirmed sponsors.
- Review funding proposals to potential sponsors.
- Integrate VIP Program coordination in the state to utilize events that recognize sponsors, donors, and other key organization partners.
- Create and manage a system for reviewing and organizing financial transactions on a monthly basis to send to FIN accountants
- Travel throughout the state weekdays and some weekends primarily during the height of the FIRST Robotics Competition (FRC) season (March-April).

## 2. REQUIRED KNOWLEDGE, SKILL, AND ABILITY

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- Strong verbal and written communication skills; ability to effectively communicate to senior leadership (internal and external) as well as with donors and volunteers.
- 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.
- Experience in organization development and managing collaborative partnerships.
- Experience with STEM education concepts. Preferred candidate has experience with FIRST program (FLL, FTC, and FRC).
- Thrives in a self-driven environment to complete goals and objectives.
- Fundraising, grant writing, or development experience is preferred but not required.

## 3. REQUIRED EXPERIENCE & TRAINING

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- Bachelor's degree granted upon the completion of a four-year program from a recognized college or university
- Passion for STEM education programs and a belief that our future is built better together and improving the world starts with our youth.