**Job Posting: Development Coordinator**

Pro Bono Partnership provides (i) high-quality, free, business legal services, educational workshops, and other legal resources to nonprofit organizations that contribute to the quality of life in local communities and (ii) rewarding pro bono opportunities to business attorneys in corporations and law firms, with a particular focus on engaging volunteers from corporate legal departments.

The Partnership helps its clients make better business decisions and, through workshops and other educational outreach, pro- actively promotes best practices and accountability within the nonprofit sector. Our extensive corps of volunteer attorneys from the region’s major corporations and law firms represents a very broad range of legal expertise that allows us to leverage our staff of twenty-two into an expansive pro bono legal program providing assistance to hundreds of nonprofit organizations throughout the tri-state region each year. Learn more about Pro Bono Partnership at [www.probonopartner.org](http://www.probonopartner.org)

**Position Summary**

The Development Coordinator provides fundraising support to the Director of Development, primarily by collaboratively managing a portfolio of foundation, corporate, and government grants.

**Essential Job Functions**

The duties outlined below are considered to be the most significant responsibilities of the Coordinator, ones that are essential for effective performance in this position. Responsibilities include, but are not limited to:

* Work collaboratively with the Director of Development on fundraising initiatives, including but not limited to grant writing, annual appeal, and special events.
* Oversee portfolio of renewals and prospects in collaboration with Director.
* Track and meet upcoming grant deadlines, reports, and requirements.
* Prepare new proposals and budgets for special projects.
* Draft, collate, send, and file grant proposals, reports, etc.
* Research prospective donors.
* Initiate and maintain contact with donors and prospects.
* Assist in the development, distribution, and analysis of annual client and volunteer surveys.
* Assist at special events and cultivation events (occasional evenings).

**Qualifications**

**Education/Experience**

* Bachelor's degree required.
* 1-2 years development experience required, with a focus on grant writing.

**Skills/Abilities**

* Ability to work under pressure and manage time effectively.
* Must be detail oriented, have strong inter-personal skills, able to handle multiple tasks, with the ability to work both independently and collaboratively.
* Strong writing, editing and grammatical skills, including ability to write in multiple styles and for multiple audiences.
* Must possess strong development database experience, Raiser's Edge preferred.
* Proficient in MS Office suite, especially Excel and forms in Word.
* Comfortable speaking on the phone to prospective and established funders.
* Ability to communicate with tact and diplomacy.

**HOW TO APPLY**

Please send your resume, **a writing sample and a thoughtful cover letter,** outlining how your skills and experience meet the qualifications of the position either via mail, fax or email (preferred):

**Email**: jmarkowitz@probonopartner.org - **Please put your first and last name and Development Coordinator Search in the subject line**

**Mail**: Pro Bono Partnership 237 Mamaroneck Avenue, Suite 300 White Plains, NY 10605 Attention: Development Coordinator Search Committee

**Fax**: 914 328-0538

**Cover letter and writing sample required**. Resumes without a cover letter and writing sample will not be considered! No calls please. Applications will be accepted until the position is filled. Equal Opportunity Employer.

**Salary and BENEFITS**

Low to mid $40s DOE. Excellent benefits include medical, dental, 403b plan, flexible spending account, paid holidays and generous vacation.

**PROFESSIONAL LEVEL:**

Professional

**MINIMUM EDUCATION REQUIRED:**

4-year degree