

Join Vetri Community Partnership's team of passionate, fun-loving, vegetable enthusiasts who are motivated to share how easy and affordable it can be to cook at home.

EAT. EDUCATE. EMPOWER.

Through interactive cooking classes and experiential nutrition education, Vetri Community Partnership uses the kitchen as a classroom to help kids, families, and community members build culinary skills, nutritional knowledge, and confidence.

OUR CORE VALUES

Curiosity | Integrity | Respect | Passion & Pride

IN THE COMMUNITY

Vetri Community Partnership partners with schools and community sites in Philadelphia and Camden that share our passion for nutrition and education. We work with people from under-resourced communities to help build the life skills for a healthier future.

JOB TITLE: Development Coordinator

Vetri Community Partnership is seeking a detail-oriented Development Coordinator to support and organize fundraising activities and processes. The Development Coordinator will maintain accurate records of donor information and contributions, as well as track progress towards fundraising goals. The Coordinator is responsible for ensuring that all donations are properly processed and acknowledged, and that fundraising initiatives are executed efficiently and effectively.

RESPONSIBILITIES

- Oversee accurate donation processing standards, including timely gift entry and donor acknowledgement. Liaises with Business Manager to ensure accuracy of financial data.
- Enters, updates, and manages prospect/donor information into CRM with efficiency and accuracy.
- Liaises with Program Teams to ensure all program partners, liaisons, volunteers are accurately entered and grouped within the CRM database.
- Assist with the set up and implementation of appeals, campaigns and other fundraising initiatives within the CRM, website, and online fundraising platforms.
- Prepares and maintains donor reports to ensure accurate donor information and approaching deadlines. Reports include donor portfolios, income & cash projections, foundation pipeline, campaign and appeal status, event revenue & expense, etc.
- Supports the logistical execution of events, including scheduling, vendor recruitment and management, ticketing and guest list management, entertainment, in-kind support, and auction management.
- Actively seeks new funding opportunities to drive revenue and visibility through cause marketing, third-party funding, and beneficiary campaigns.
- Performs additional duties, as needed.

EXPERIENCE AND REQUIREMENTS

- Bachelor's degree in nonprofit management, business, or a related field
- 1+ years of experience in nonprofit development or a related field
- Excellent written and verbal communication skills
- Process driven with strong organizational and project management skills
- Experience with fundraising software, donor databases, and grant application platforms
- Proficiency in Microsoft Office Suite
- Ability to work collaboratively with a team and independently as needed
- Ability to work some evenings and weekends, as required for special events
- Passion for our mission of empowering children and families to lead healthier lives through fresh food, hands-on experiences, and education
- Must be able to lift approximately 40lbs. and stand or walk for extended periods of time
- Successful completion of PA Criminal Background Check, Child Abuse History Check, and FBI Fingerprinting record

COMPENSATION AND BENEFITS

- \$40,000-\$45,000 annual salary
- Paid time off
- Paid parental leave
- Short- and long-term disability
- Monthly cell phone stipend
- 401(k) match
- Health, dental, and life insurance
- Pre-tax transit benefits

ADDITIONAL INFORMATION

Location: Vetri Community Partnership (915 Spring Garden Street, Philadelphia, PA 19123)

Status: Full Time, Exempt

Reports to: Development Director

Department: Development

Supervises: N/A

TO APPLY

Visit vetricommunity.org/about/careers/ to complete our online application, upload resume, and cover letter (required).

Vetri Community Partnership is an Equal Opportunity Employer.