Development Coordinator

# About

At Big Break, we welcome applicants who bring a diversity of experiences, perspectives, and skills to our team, and recognize that our differences make us stronger and better equipped to serve our industry and communities.

We are committed to providing a safe and welcoming environment, where everyone can feel valued, supported, and empowered to succeed.

Interested in volunteering? Our positions are fully remote, flexible, and provide opportunities for growth.

# Role Description

The Development Coordinator will work closely with other team members to support Big Break’s fundraising and development goals. This includes identifying and cultivating potential donors and partners, creating and implementing fundraising campaigns, and maintaining donor relationships.

# Responsibilities

* Work collaboratively to develop and implement fundraising and development strategies that align with Big Break’s mission and goals.
* Conduct research to identify potential donors, sponsors, and partners, and develop strategies to cultivate and maintain relationships with them.
* Create and implement fundraising campaigns, including online giving campaigns, donor appeals, and special events.
* Maintain accurate and up-to-date supporter records and provide regular reports.
* Collaborate with other volunteers and staff to ensure that fundraising and development activities are integrated and aligned with the organization's broader goals and objectives.
* Participate in regular development meetings and provide updates on fundraising and development activities.

# Qualifications

* A passion for diversity, inclusion, equity, and accessibility.
* Ability to create and implement effective fundraising campaigns, including online giving campaigns, donor appeals, and special events.
* Strong communication and interpersonal skills.
* Excellent organizational skills and attention to detail.
* Ability to adapt to changing goals and priorities.
* Ability to work with a diverse range of staff, volunteers, and stakeholders.

This is a professional volunteer position with an anticipated commitment of 3-5 hours per week. As a Development Coordinator, you will play an essential role in supporting Big Break Foundation's mission.

Those who do not completely meet the requirements but have a passion for our mission are encouraged to apply!

**[Apply](https://bigbreakfoundation.org/volunteerwithbigbreak%22%20%5Cl%20%22applicaton)**

***Contact nicolle@bigbreakfoundation.org if you need accommodation or help completing the application, or otherwise participating in the selection process.***