About the Institute for Nonprofit Practice

Founded in Boston in 2007, the Institute for Nonprofit Practice (INP or the Institute) transforms communities by equipping the most promising nonprofit leaders with the skills, confidence, and resources they need to make their organizations effective, innovative, and sustainable. INP achieves this mission through comprehensive, year-long certificate programs that, to date, have equipped 1,400 senior level, mid-career, and emerging leaders with the management skills, networks, and confidence they need to take on the most pressing societal and environmental problems.

Behind INP’s rigorous programming to develop leaders is an organizational culture that is thoughtful and attentive to its staff. Outstanding benefits and a strong sense of community and values are key aspects of what makes INP unique. An intentional and wide-reaching focus on diversity, equity, and inclusion is core to INP’s mission and is part of every aspect of the organization’s work: more than 50% of INP alumni and more than 60% of INP faculty and staff are people of color. Over 60% of students, faculty, and staff identify as women.

After over a decade of success expanding across New England, INP is looking ahead to the next chapter of growth and has already begun to broaden its impact by launching programming in New York city in 2019 with plans to grow to new regions across the country in the coming years. For more information on the Institute for Nonprofit Practice, visit www.nonprofitpractice.org.

The Opportunity

As the Development Coordinator, you will have the opportunity to build your skills across all areas of nonprofit fundraising and provide essential support to ensure INP is able to reach our ambitious goals. This role is ideal if you are looking to launch or advance your fundraising career. You will ensure our entire development team is well supported to manage the critical relationships we build with our partners and supporters, therefore success in this role requires exceptional attention to detail and a commitment to excellence.

Responsibilities

As the Development Coordinator you will be responsible for the following threads of work:
• **Grants Management**: Provide administrative support to the Development team regarding all aspects of grant applications including research, materials preparation, deadline tracking and follow up.

• **Data Management**: Maintain detailed records of grant submissions, cultivation and stewardship activities, processing and logging donations, generating and sending donor acknowledgements, logging donor meeting notes and appreciation efforts.

• **Appeals**: Support creation and dissemination of appeals both in print and via various platforms such as Eventbrite, MailChimp, Paperless Post, etc.

• **Events**: Support with logistics associated with multiple special events, including creation of invitation list, mailings, registration management, vendor communication, special guest management, event promotions, and post-event follow-up.

• Support ad hoc special projects and respond to organizational growth and development.

**Other duties as assigned**: INP is a small, growing, entrepreneurial organization and every staff member is expected to provide support to the broader INP team and adapt as needed to achieve our mission.

This is a full time, exempt position and reports to the VP of Advancement. It is based in our office in Dedham, MA and requires travel via car or public transit to our class locations in New England, New York, and some travel beyond these sites.

**Candidate Profile**

While no one candidate will possess every quality outlined for this position, the successful candidate will bring many of the following professional qualifications and personal attributes:

- Authentic passion for INP’s mission,
- 2 plus years of professional experience in a nonprofit organization; experience in a development function preferred,
- Commitment to continuous improvement,
- A flexible and adaptive work style,
- Deadline oriented and able to manage multiple priorities,
- Strong written communication skills,
- Exceptional organizational and time management skills with strong attention to detail.

**Salary Range**

Competitive salary and benefits package based on experience. We offer a strong benefits package with medical/dental insurance, 401(k) retirement match, paid vacation, professional development, and more.
The Institute for Nonprofit Practice is an equal opportunity employer fully committed to creating an environment and team that represents a variety of backgrounds, perspectives, styles, and experiences.

The Institute for Nonprofit Practice does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation, military status, veteran status, genetic information, gender identity, or any other characteristic protected by applicable federal, state, or local law.

To Apply

Please send resume and cover letter to jobs@nonprofitpractice.org; materials may be addressed to Audrey Gillis. Please include “Application for Development Coordinator” in subject line.