Impact and Development Coordinator

Memphis, TN / Full-Time / Hybrid Remote Available

IMPACT AND DEVELOPMENT COORDINATOR

Areas of Focus: Literacy Partner Management, Campaign Support, Donor Relations, Operations
Location: Memphis, TN
Eligibility: Currently, we are only considering candidates who are eligible to work in the United States without the need of company sponsorship now or in the future.

JOB HIGHLIGHT

We are looking for an individual that has an interest in working in the nonprofit space, cares about children achieving their full potential, and wants to use their unique skills and talents to bolster the Fight for Literacy.

This position’s responsibilities will be split between two major buckets: Partner Support and Development Support. For Partner Support, you will oversee CFL’s relationships with the literacy organizations (“Literacy Partners”) we support from start to finish. Related to Development Support, you will support the Executive Director in key donor relations activities.

JOB SUMMARY

The Impact and Development Coordinator (“Coordinator”) will help further the Fight for Literacy and achieve our ambitious mission of impacting childhood literacy through sports by contributing as a highly valued, impact-creating member of the CFL team. The Coordinator will coordinate with key stakeholders of the organization, namely Literacy Partners and donors, to ensure success of our programming and quality relationship building. As the main point of contact for our Literacy Partners and a point of contact for donors, it is imperative that the Coordinator be an effective and timely communicator, as well as able to create and distribute resources to make partnership and support of our work as simple and impactful as possible. The ideal candidate is an individual excited about expounding on the foundation of this role, executing on the vision, and systematizing their work to create institutional knowledge and sustainability of their work for years to come.

As the Impact Coordinator, you will build strong relationships with our Literacy Partners and support them in their experience of participating in the Fight for Literacy from recruiting them, onboarding them, equipping them, reporting on them, and then finally issuing grants. You will maintain a database of our Literacy Partners and the impact we have helped create, as well as manage the reporting both that we receive from them and what is required internally. Also, you will aid in one of our newest program pillars, NIL activation – where we work with college NIL collectives across the country to engage athletes in raising awareness and funds for the cause of childhood literacy.
As Development Coordinator, you will support the Executive Director in ensuring quality donor management. This will range from logging meeting notes and inputting gifts to sending thank you cards and donor swag, as well as supporting in lead generation both around the Fight for Literacy funds raised and from social media monitoring and engagement.

**YOU’LL BE RESPONSIBLE FOR...**

**Partner Support (50%)**
- Recruiting and overseeing relationship with CFL’s Literacy Partners
- Effectively working with Literacy Partners for campaign fundraising execution: recruit, communicate important dates, provide PR/Marketing materials, etc
- Managing Literacy Partner needs and expectations for effectiveness of campaign execution: partner guidelines, case studies, best practices, corporate partner sourcing, etc
- Reporting and Grantmaking
- Supporting the Program Director in the creation of fundraising pages for campaigns
- Supporting NIL efforts, from logistics planning to back end reporting

**Development Support (45%)**
- Supporting the Executive Director with key donor relation activities: log donor meeting notes, input gifts, issue gift receipts, thank you calls, etc
- Overseeing the donor care swag inventory and fulfillment
- Sending donor solicitation emails for specific campaigns (with support and direction from E.D.)
- Lead generation from social media (with support and direction from E.D.)
- Salesforce administration, reporting + management of use practices
- Campaign administration (manage/set up campaigns in Salesforce)
- Accreditation Management and Compliance (e.g., Charity Navigator, Benevity, Guidestar, etc)

**Misc. Ops Support (5%)**
- Operations support for data and inventory management
- Print collateral management (liaison with designer + ordering pieces)
- Collaborating with contracted employees including but not limited to PR agency, graphic designers, photographers, and videographers

**YOU MUST HAVE...**
- Knowledge through the attainment of a bachelor’s degree or equivalent work experience in general business/non-profit operations and/or partner management practices
- Exemplary verbal, non-verbal, and written communication skills possessing the ability to represent the organization to key stakeholders both internal and external
- Strong empathy and listening skills
- Independent and critical thinking as well as self-motivation with strong intellectual curiosity, especially around defining and delivering outcomes and impacts
- Exceptional emotional intelligence with a consistent track record of successfully working with diverse personalities and cultural backgrounds
- A desire to proactively seeks constructive feedback and be able to share feedback with others in a way that inspires them to be their best
- Self-motivation and drive, can produce exemplary work with minimal supervision
- Project management skills, including effective organization, efficient process management, and ability to structure ambiguous situations
- The ability to maintain personable, intentional, and genuine working relationships internally and externally
- An incredible passion for impacting childhood literacy and seeing children reach their full potential that invigorates and excites everyone with whom you share it with

IT’S AN ADDED PLUS IF YOU HAVE...

- A background in literacy or related work
- Experience effectively using Salesforce as a CRM tool
- Project Management skills, specifically experience effectively using Asana (or similar tool)
- Strong experience in partner/client management and a sales/fundraising background, ideally in the nonprofit sector
- Proven experience working with projects from inception to completion (defining objectives, doing analysis, communicate results and recommend next steps)

OUR IDEAL CANDIDATE

- Is seeking a mission-driven workplace that values efficiency, impact, flexibility, and growth
- Approaches their actions, words, and work with a keen focus on inclusion, diversity, equity, and accessibility
- Has a team ethos and is excited to work cross-functionally with other departments
- Gets things done. You can turn any meeting or email thread into actionable items, and you follow through on every request, no matter how big or small.
- Has enough confidence and emotional intelligence to know when to question their boss
- Leads with humility in offering feedback and constructive criticism, assuming the best of each teammate and organizational partner
- Has a sense of humor
- Is a problem solver but knows when to ask for help, avoiding unnecessarily wasted time
- Has an entrepreneurial spirit, not afraid of having to figure things out or build things for the first time

ORGANIZATIONAL OVERVIEW

Coaching for Literacy (CFL) is a Memphis-based, national non-profit organization that leverages the unique platforms of sports teams, businesses, and individuals across the nation to raise awareness about the cause of childhood literacy and help fundraise for local literacy programs serving students in grades kindergarten through third grade. We are connectors bringing individuals closer to the issue of illiteracy, with a core belief that literacy is a fundamental right of every individual.

The Fight for Literacy is our flagship program and a national movement to ensure all children have access to well-rounded, effective literacy programs. Using the power and platform of sports, we raise awareness about literacy rates and help drive funding for literacy programs in communities across the
country. We raise awareness by sports teams hosting Fight for Literacy Games and athletes hosting literacy awareness campaigns. We help generate funds by recruiting corporate partners to sponsor the Games, and by athletes running individual fundraising campaigns throughout the course of their athletic season. Literacy programs are then able to generate funds from the corporate sponsor gift, athlete fundraising, and/or their own fundraising efforts around these events. Literacy is a monumental cause, and sports are a powerful channel and platform to get the word out. When you add a corporate sponsor to those two, the impact becomes significant.

Coaching for Literacy has partnered with more than 220 NCAA teams and several individual athletes, allowing us to grant over $1.5 million dollars and impact more than 80,000 students across the country in just 6 short years of Fight for Literacy programming. CFL’s near-term goal is to become the nation’s leading literacy awareness and fundraising organization through the power of sports.

We are a team of dedicated and passionate individuals driven by the belief that literacy inspires dreams, unlocks potential, and opens doors and are on a mission to see a world where all children reach their full potential through literacy. We are excited for you to join us in the Fight!

**Culture:**
- Hybrid work-from-home schedule available
- Headquarters in Memphis, TN and the candidate is expected to live in Memphis
- Working hours are 8 am – 5 pm M-F with a full work week defined as 37.5 hours, creating flexibility in your schedule
- Occasional night and weekends required for various athletic and/or fundraising events (limited)
- Very limited travel requests
- Work is very important to us, but it is not our identity. We value family, friendship, hobbies, and mental/physical/spiritual health. We support our team in creating bright lines between work and personal life.

*Coaching for Literacy is an equal opportunity employer.*

**BENEFITS & PERKS**
- Salary range: $50,000- $55,000; to be commensurate with experience and skillset
- Time off: Discretionary Time Off Policy (explanation) + the recognition of major US holidays (upwards of 11 holidays each year)
- Health care: QSEHRA offered ($400 monthly stipend for reimbursement of healthcare expenses; $4,800 annualized)
- Retirement: SIMPLE IRA; monthly employer contributions of 2% not dependent on employee contributions

**TO APPLY**
Please [fill out this form](#). Applications submitted any other way will not be considered. Coaching for Literacy is accepting applications until July 14th and will be in touch with selected candidates to schedule an interview before or around that timeframe. Professional and personal references will be requested as appropriate. Interviews will begin the week of July 17th and will continue until the position is filled.