

**Reporters Committee for Freedom of the Press**  
**Development Coordinator**  
**Job Description**  
**March 2019**

**The Organization:** The Reporters Committee for Freedom of the Press provides pro bono legal representation, *amicus curiae* support, and other legal resources to protect First Amendment freedoms and the newsgathering rights of journalists. The Reporters Committee serves the nation's leading news organizations; thousands of reporters, editors, and media lawyers; and many more who use our online and mobile resources.

**The Position:** The Reporters Committee for Freedom of the Press seeks a creative, detail-oriented and enthusiastic person who wants to help us raise money. The Development Coordinator will provide support to the Director of Development, Executive Director and Steering Committee in the planning, implementation, administration, and evaluation of all fundraising activities, which include individual giving, foundation and corporate support, and special events.

The Development Coordinator is an integral position within a vibrant, growing development office at a reputable organization with national presence. This position reports directly to the Director of Development and has primary responsibility for those development office activities that support organizational fundraising goals, including data management, gift acknowledgement, donor stewardship, prospect research and support of special events. The Development Coordinator will also provide administrative support to the Development Director and other staff when tied to development work. Some relevant experience helpful, but this position will offer ample professional development opportunity.

This position is full-time and is located in our Washington, DC office.

**Primary Responsibilities:**

A Development Coordinator:

- Works closely with Director of Development, Executive Director and others to plan, manage and analyze a comprehensive fundraising calendar that integrates face-to-face solicitation, special events, annual fund campaigns (print and digital), special campaigns, grant management, and other activities as appropriate.
- Is primarily responsible for timely and accurate entry in donor database, maintaining clean and up-to-date donor records, and producing donor-centered acknowledgements with adherence to vigorous standards including quick response to gifts, accuracy, and excellent record-keeping.
- Oversees and regularly uses Salesforce (Nonprofit Success Pack) to maintain accurate records, track cultivation and solicitation efforts, segment for campaigns, and analyze progress to goals. Generate donor reports as needed.
- Assists Director of Development, Executive Director and others to help donors feel connected to and inspired by RCFP's mission.

- Assists with RCFP events, including securing venues, working with vendors, sending invitations and managing RSVPs.
- Researches fundraising opportunities with regard to both individuals and institutions. Prepare donor profiles using Wealth Engine to guide solicitors.
- Supports board members with development-related efforts, including planning, tracking and analyzing progress toward fundraising goals.
- Monitors grant proposal submission deadlines and grant report due dates and maintain a grants opportunity calendar.
- Supports development team as administrative staff including answering phones, opening mail, completing administrative tasks and supporting fundraising volunteers as needed.

**The Successful Candidate:** The effective fundraiser is creative, kind, juggles multiple projects simultaneously, pays very close attention to detail, and communicates clearly with a variety of audiences. The ideal candidate will demonstrate these qualities and will be motivated by the Reporters Committee's mission. This is a position where one can grow as a professional. Candidates who are interested in gaining skills and helping this team build diverse and sustainable revenue streams will be most suited for this position.

Expertise in Salesforce, Wealth Engine and Office software products is a plus.

**Requirements include:**

- Detail-oriented, highly organized, and able to multi-task and work independently to meet deadlines.
- Excellent interpersonal skills, strong writing skills and the ability to work well under pressure.
- Demonstrated commitment to mission-based organizations.
- Ability to work full-time in Washington, DC based office.
- Ability to travel occasionally, with advanced scheduling notice.
- A high level of computer literacy. (If possible, demonstrated proficiency with Salesforce (specifically the Nonprofit Success Pack), online research tools, Google Suite, MS Word and Excel.)
- Knowledge of best practices in the areas of fundraising, prospect research, event management, stewardship and cultivation will be helpful.
- Demonstrated experience in planning and executing donor events is a plus.
- Preferred: Bachelor's degree or equivalent and 2+ years of successful nonprofit experience.

**Assignment, supervision and professional development**

- The Development Coordinator works in the development team and is supervised by the Director of Development.
- The Development Coordinator will work with supervisor and team members to develop an individual professional workplan and to annually evaluate progress on that workplan, and to revise the workplan as necessary.

## **Work attributes**

As an employee of RCFP, the Development Coordinator is expected to:

- Actively participate in the organization's overall mission, objectives and strategies; staff meetings, work group meetings, and committees, and other organizational activities of the RCFP.
- Effectively organize and manage work to finish assignments timely, set priorities, arrange necessary involvement with others, effectively juggle tasks.
- Timely and accurately employ appropriate software including Salesforce, the organization's management software and other necessary office systems and technology.
- Appropriately work independently and in accordance with RCFP's policies and best practices, and to seek supervision or assistance when necessary.
- Analyze what needs to be done to get the task done well and propose creative solutions to do it.
- Affirmatively think about how to improve or accomplish your work and the work of your team(s), engaging in creating the vision and work plan for your team(s) and the RCFP.
- Contribute to positive, supportive relationships with work colleagues; communicate as necessary with colleagues and supervisor(s); work cooperatively with your team(s); give and receive constructive criticism; do what you say, be where you say you'll be, be prepared for meetings or forewarn people if you can't.
- Develop useful contacts with people outside the RCFP; develop and maintain professional relationships; provide appropriate information, advice, and referral; communicate with appropriate RCFP staff about potential issues or problems dealing with others.

Salary range for the role is \$45,000-\$50,000 depending on prior experience.

Our generous benefit package should also be considered. For all regular full-time positions, RCFP offers:

- A competitive base salary with 2 weeks paid time off plus most Federal Holidays.
- Office is closed during the week between Christmas and New Year's Day.
- A retirement savings plan, including a 5% employer match from date of hire.
- Comprehensive employer paid insurance coverage, including medical, dental, and vision, life and accidental death, and disability.
- Ability to use pre-tax dollars for dependent care and commuting expenses.

The Reporters Committee is committed to a diverse and inclusive workforce, and we strongly encourage women, veterans, people with disabilities, people of color and gender nonconforming candidates to apply.

Interested candidates should send a cover letter, resume, contact information for three references, and a short writing sample to Reporters Committee's Director of Development, Jennifer K. Pelton, CFRE at [jpelton@rcfp.org](mailto:jpelton@rcfp.org). Email subject line should state: Candidate for Development Coordinator.