



## **Job Posting: Development Coordinator (Part-time)**

### **Our Center**

Founded by African American ministers' wives more than a century ago, Women's League Child Development Center has a proud history and a legacy of excellence in serving children and families. Today, as a recognized leader in the field of early childhood education, we operate the largest single-site early education center in Greater Hartford, serving over 200 infants, toddlers, and preschool children. Our 17 vibrant classrooms are housed in a bright, state-of-the-art building. We've earned accreditation from the nation's leading organization of early childhood professionals, employ highly trained teachers, and weave STEAM (science, technology, engineering, art, and math) education into our children's learning.

### **Job Summary**

Women's League seeks a part-time fund development coordinator to grow a diverse revenue stream to support its early education programs. The coordinator will build on our base of supporters, including major donors for recent, successful fundraising campaign to create the first STEAM lab of its kind for preschool children. Major responsibilities for the position will be to create an effective fund development strategy, cultivate and steward individual donors, manage a donor database and broadcast email system, research and track grant opportunities, create donor communications, and coordinate small events such as tours. The coordinator will work closely with our executive director.

### **Responsibilities**

1. Craft an effective **fund development and stewardship plan** and track results
2. Accurately manage all aspects of **donor database** (Little Green Light), including gift entry, generating reports, and creating mailing lists and gift receipts
3. Generate timely, customized **gift acknowledgment letters** for each donor
4. Coordinate **mass mailings**, including annual appeal
5. **Engage the Board** and Fund Development Committee in fundraising activities and provide regular **updates** to them
6. Manage **online donation** process, from posting to receiving payments, ensuring transactions are accurate
7. Revise donor-facing **website content** to reflect current priorities
8. Create and send **donor newsletters** via broadcast email system
9. Serve as an effective **ambassador** for Women's League and as a contact for donors

10. Take lead role in organizing occasional **donor tours and special events**, including but not limited to invitations, registration, online giving, and food ordering
11. **Coordinate with vendors** (graphic designer, printer, web designer, consultants) to produce print materials such as appeal letters, invitations, flyers, or brochures
12. Execute fund development strategies while abiding by the Association of Fundraising Professionals Code of Ethical Standards

### **Knowledge and Skills: Requirements**

- Strong interpersonal skills
- Experience fundraising for a nonprofit organization
- High levels of integrity, trustworthiness, flexibility, compassion, and humor necessary to grow a nascent fund development program
- Ability to work with minimal supervision to manage multiple priorities
- Proficiency in Microsoft Office (Word, Excel)
- Strong attention to detail and a curiosity to learn new ways to grow funds
- Experience with donor management systems
- Experience with social media, basic graphic design, and broadcast email systems is a plus but not a requirement

### **Experience required**

Minimum 3-5 years of professional work experience in fund development

### **Work Schedule**

This is a part-time, 14-16 hour per week position, reporting to the Executive Director. The work can be done remotely or through a hybrid schedule, but requires occasional on-site work.

### **What We Offer**

A supportive work environment, flexible schedule, and opportunities for continuous learning.

### **Compensation**

Range of \$35-\$40/hour. There is potential for growth into a full-time, salaried position.

### **To Apply**

Please send cover letter and resume to Karen Lott, Executive Director, at [klott@womensleaguecdc.org](mailto:klott@womensleaguecdc.org). Applications will be received on a rolling basis until the position is filled.

*We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.*

Women's League Child Development Center  
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[womensleaguecdc.org](http://womensleaguecdc.org)