



Development Coordinator-Grants

About Girls in the Game

Girls in the Game provides and promotes sports and fitness opportunities, nutrition and health education and leadership development to enhance the overall health and well-being of girls. Our year-round continuum of programs includes after school programs for elementary-, middle- and high-school girls, a five-week summer camp, one-day health fests, a year-round leadership development program for teens and training and technical assistance for other youth-service providers.

Position Summary

Girls in the Game seeks a creative and detail-oriented individual with exceptional written and verbal communication skills to join its team as the Development Coordinator. In general, the Development Coordinator is responsible for supporting the Development Director in the implementation of the organization's revenue and development plan, with a specific focus on foundation, corporate and government grant relations, donor communications and stewardship.

Girls in the Game is seeking a full-time Development Coordinator to do the following:

- Lead development and maintenance of the grants and corporate funding calendar, serving as the point of contact for other staff involved, deadlines, report due dates and renewal procedures
- Oversee reimbursement process for all state and federal grants and contracts, including attending grantee meetings, tracking purchases and expenses, compiling receipts for purchases and submission of invoices and related reports
- Conduct prospect research to pursue new sources of funding and/or in-kind donations, and assist in the creation and submission of letters of inquiry and proposals for potential funders
- Meet regularly with program staff to update on funding requirements, obtain information for progress reports and exchange information to directly enhance program operations and revenue support
- Coordinate and attend funder and sponsor-related site visits and related meetings
- Identify and secure corporate and/or other sponsorship support
- Manage database, systems and record-keeping procedures to identify and track current and potential donors and to record, report, acknowledge and steward all gifts
- Oversee stewardship and recognition programs for donors and funders
- Oversee and manage interns
- Perform other duties as assigned

Qualifications

- Commitment to the mission of Girls in the Game
- Bachelor's degree
- Experience with government grants and/or multi-year grants a plus
- Demonstrated knowledge of computer environments, e.g. Windows, Microsoft Word, Excel, Outlook and PowerPoint

Licensing Required

- Employment is contingent upon proof of eligibility to work
- Verification of degree/credentials
- Background check and fingerprint clearance
- Valid driving license
- Proof of insurance on personal vehicle

- Recent satisfactory DMV printout of driving record
- Agreement to uphold all the Girls in the Game Policies and Procedures (by signature)

Knowledge, Skills and Abilities

LANGUAGE

- Excellent writing and communication skills
- Ability to advocate for girls/young women
- Ability to multi-task, set priorities and time manage in a fast-paced and self-directed team environment
- Ability to maintain positive relationships with a wide variety of people including, but not limited to; board members, staff, volunteers, interns, community partners, organizational donors, media
- Ability to work with a wide variety of personalities and deal with each person in an effective and professional manner
- Spanish-speaking ability a plus

MATHEMATICAL SKILLS

- Ability to use arithmetic skills normally applied in this position
- Create and interpret presentation charts and graphs

REASONING ABILITY

- Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy
- Ability to plan strategically, prioritize and delegate
- Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes
- Ability to solve problems and resolve conflicts effectively
- Possess a caring attitude towards fellow employees and clients served

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires:

- Frequently: Sitting, Walking, Seeing, Hearing, Speaking, Standing, Carrying, Driving
- Occasionally: Stooping, Lift up to 40 lbs, Squatting, Kneeling, Bending, Pushing/Pulling
- Seldom: Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a fast paced environment and the noise level is usually moderate.

Compensation

\$38,000. Health, dental and retirement benefits also provided.

Accountability

This position reports to the Development Director.

For more information, or to apply, please email or fax a resume, cover letter, and writing sample to hr@girlsinthegame.org or 312.633.4897. Due to the high volume of applications, PLEASE NO PHONE CALLS.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment, I certify that I have read and understand the essential functions of my job as outlined above.

Employee's Signature _____ Date _____ Supervisor's Signature _____ Date _____