



Title:	Development Coordinator – Charlotte, NC
Department:	Fundraising and Development
Key Areas:	Fundraising, Development, Database Management, Project Management
Direct Report:	Head of Community Engagement & Development
Term of Employment:	Full-time
Employee Category:	Exempt

About DKMS:

Get inspired by doing something that really matters and join our team of dedicated, caring people at DKMS. Every day, we help save lives by adding more potential donors to the blood stem cell/ bone marrow registry and connect patients in need of a transplant with matching donors who can offer a second chance at life. Globally, we've registered more than 12 million potential donors, and nearly 105,000 of these have gone on to donate to patients. You'll be part of a growing international nonprofit where creativity, initiative, compassion, collaboration, and strategic thinking are rewarded as we work together to expand and fund our mission to delete blood cancer.

Position Summary: The Development Coordinator will be responsible for fundraising activities throughout the US via foundations, grants, corporate partnerships, peer to peer and online campaigns. Additional responsibilities will include donor and prospect research, the preparation of proposals, asks and reports, as well as stewardship to enhance donor engagement & recognition. Based out of the DKMS CLT regional office, this position operates on a flexible hybrid work schedule.

This position requires proven success and experience in fundraising, sales, marketing and communications, strong public speaking and writing skills, and the ability to collaborate with staff and manage volunteers.

Responsibilities:

- Generate \$300-\$400K of support for the mission each year.
- Prospect, research and cultivate partnerships and relationships with major funders, foundations, grants and corporations.
- Manage relationships and stewardship efforts.
- Assist with creating proposals, presentations and "asks" to targeted supporters.
- Assist with strategies and opportunities in peer to peer, events and online campaigns.
- Collaborate with team to ensure success of KPI's for fundraising department.
- Analyze and report on relevant fundraising trends and assist in contribution to the annual strategic planning session for department.
- Additional projects and duties as assigned.

Requirements/Qualifications:

- Bachelor's degree or equivalent experience
- 5+ years of experience in non-profit fundraising, sales, grant seeking/ writing required.
- "Out of the box" thinker with fresh, creative approach to fund raising and development.
- Persistent relationship builder with established community, business and foundation connections
- Excellent oral, written communications, organizational and time management skills
- Strong team player with leadership skills, ability to prioritize multiple activities, responsibilities and work collaboratively
- Outgoing with the integrity, energy, flexibility, and confidence
- Enthusiastic, positive and goal-oriented with the ability to work well in a fast paced, dynamic environment
- Strong passion for the mission



WE DELETE BLOOD CANCER

- Proficiency in Microsoft Word, Excel, PowerPoint and working knowledge of Salesforce and Classy
- recommended.