



Title: Development Coordinator (Regional – Dallas, TX)
Department: Fundraising and Development
Key Areas: Fundraising, Development, Project Management, CRM Management
Direct Report: Head of Community Engagement & Development; Charlotte office
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 bone marrow registry and connecting patients in need of a transplant with matching donors who can make it happen. Globally, we've registered more than 11.5 million potential donors, and nearly 101,000 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 our reach, recruit more donors and help save more lives.

Position Summary: The Development Coordinator will be responsible for development functions of DKMS in the Dallas, TX region, including the execution of innovative fundraising platforms and engagement channels. As part of the Development & Community Engagement Department, the Development Coordinator will contribute to the organization's revenue goals through community mobilization via corporate sponsorship, peer to peer, individual giving, foundation grants and the execution of community fund raising events. Additional responsibilities will include donor and prospect research, the preparation of proposals and asks and reports, and recognition and stewardship reports.

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

Responsibilities:

- Collaborate with leadership to create and implement a successful development strategy to raise \$300-\$400k in the region as contribution to overall US fundraising goals for the organization.
- Cultivate new relationships by networking, discovery meetings, prospect research with a focus on financial support for the mission.
- Create opportunities among individual donors, corporate partnership, workplace giving, peer to peer, campaigns, signature events and foundations with appropriate stewardship and projected growth.
- Develop sponsorship proposals and asks to targeted, local supporters.
- Represent DKMS at meetings, events, conferences and public presentations.
- Collaborate with team to assess the success of campaigns and strategies, and track results against agreed KPIs.
- Analyze and report on relevant fundraising trends in designated region.
- Collaborate with donor recruitment team on opportunities to grow and diversify the blood stem cell/bone marrow registry.



Requirements/Qualifications:

- Bachelor's degree
- 5+ years of experience in non-profit fundraising, sales or community engagement recommended.
- "Out of the box" thinker with fresh, creative, "start-up" approach to fund raising and community engagement.
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- Strong relationship builder with established community and business connections in the region. Ability to expand relationships and support throughout the state of Texas.
- Excellent oral, written communications, organizational and time management skills
- Strong team player with leadership skills, ability to prioritize multiple activities, responsibilities and work collaboratively with diverse groupings of people
- 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
- Understanding of the philanthropic landscape and fundraising regulations
- Strong passion for the mission
- Proficiency in Microsoft Word, Excel, PowerPoint and working knowledge of Canva, Salesforce and Classy recommended.

Compensation & Benefits:

- Salary range \$53,000 - \$58,000
- DKMS offers a robust benefits package; including paid time off (23 days), paid holidays, parental leave as well as 401(k) matching program and insurance coverage for health, vision and dental.

To apply, submit your cover letter and resume to hr@dkms.org