



Development Coordinator Position

OUR MISSION:

We exist to offer life-changing relationship skills to our nation's military, veteran, and first responder families. We do this through workshops and retreats, in-person and virtual. We offer programs for couples, singles, parents and teens, and wellness block trainings for departments and their staff. We pride ourselves on always continuing to add to our curriculum to help more heroes.

Missing special moments while facing daily danger, trauma, and uncertainty are only the beginning. First Responder communities can experience divorce rates up to 72%, while 50% of our nation's heroes experience PTSD, and 18-22 veterans take their own life by suicide every day. These heroes risk everything to keep us safe and often lack the training, support, and community to flourish at home. What makes them thrive at work, often can negatively impact their relationships at home—Stronger Families is changing that.

Stronger Families has served over 95,000 heroes and their families in 11 countries, 48 states/territories, and on 76 military bases. As a member of our team, you will join a dynamic group deeply committed to this mission and excellence in all that we do. We value innovation, agility, and compassion and are proud to offer competitive salaries and benefits, a remote work policy, and professional development opportunities. Stronger Families is an Equal Opportunity Employer. Individuals from all backgrounds are encouraged to apply. Must be authorized to work in the U.S.

STATUS: FULL-TIME

LOCATION: REMOTE (1X PER YEAR STAFF RETREATS; REQUIRES TRAVEL TO EVENTS NATIONALLY)

REPORTS TO: CHIEF DEVELOPMENT OFFICER

JOB DESCRIPTION:

The Development Coordinator will be integral in crafting operating procedures, planning and coordinating fundraising programs and events, engaging with donors, promoting special events,

managing the donor CRM, and overseeing social media, grant systems, and communication materials. This role will interface with the CEO, CDO, SF staff, the Development Team, Program Team, Program Participants, Event Committees, Volunteers, Vendors, Community members, Sponsors, and the Board of Directors.

RESPONSIBILITIES:

This role will include, and are not limited to:

CRM and Donor Care System Management:

- Oversee and manage the Give Effect CRM system, including assigning solicitors, tagging, tracking contributions, receipting, post-event audits, and donor outreach.
- Support the relational giving team through donor care, data analysis and stewardship. Craft and send donor engagement emails, pull reports, create donor lists, and develop operating procedures for the development team.
- Provide donor relations and stewardship support, fostering strong relationships with staff, donors, and the Board of Stronger Families.

Project Management and Administrative Support:

- Support the annual development and execution of the communications and development calendars and deliverables, ensuring clear communication of roles and deadlines within the team.
- Compile, document, and maintain standard operating procedures (SOPs) for the development department in partnership with the CEO, CDO, and Development Team.
- Document the progress of the development team by helping to gather KPIs and reports, setting up meetings, and taking minutes.
- Provide executive support to the Chief Development Officer, helping to manage schedules, meetings, and correspondence.

Event Support:

- Lead logistics coordination for fundraising events, including vendor management, task list oversight, and communications campaign execution.
- Organize all items needed before events to ensure efficiency and smooth load in, execution and load out at SF events
- Manage event follow-up activities such as data entry, thank-you notes, and receipting.
- Work with the CDO and Engagement Manager to craft event budgets and strategies, ensuring financial goals are met.
- Document SOPs to refine and streamline processes moving forward.

Collateral Support:

- Manage digital projects, such as video assets and photo shoots, and coordinate all campaign and communication materials, event signage, and development pages on the website.

- Oversee peer-to-peer campaigns, new donor initiatives, and increased monthly giving campaigns.
- Support the team in collecting and organizing inspirational stories for development outreach.
- Manage SF communications assets for the Development Team, including event signage, programs, pitch decks, email campaigns, and marketing materials.
- Craft creative projects using Canva and manage relationships with external contractors.

METRICS:

- Project manage four major giving campaigns and hard copy appeals yearly, plus Giving Tuesday (including at least one peer-to-peer campaign)
- Twice-yearly invitations to join as monthly givers
- Annual legacy gift invitation
- Monthly thank-you notes
- Serve as Lead Events Coordinator for 6-8 events yearly in various states, including Texas and Washington; other areas TBD.

SKILLS REQUIRED:

- Bachelor's degree in Business, Project Management, Communications, Marketing, Public Relations, or a related field
- 2-4 years of experience in nonprofit development or event coordination, with a strong understanding of fundraising strategies
- Proficient in data entry, analysis, and donor database management
- Excellent relational and networking skills, with a track record of exceptional customer service
- Self-motivated and able to take initiative, manage up, and enhance the development department and organization
- Experience with Microsoft Office Suite, Smartsheet, Canva, InDesign, and Google Sheets
- Familiarity with Greater Giving, Give Effect, or similar CRM and event management software
- Strong organizational and communication skills
- Effective project management skills, with the ability to articulate roles and provide clear direction
- Some travel required; expenses covered by the organization

The Stronger Families team sets the standard of care for the mission. Therefore, our team and everyone's behaviors, attitudes, and work ethic are crucial to the impact we have on the lives and families of those that serve. As a team, we have taken on a big goal--we are linking arms together to help heal relationships, save families, and impact generations.

COMPENSATION & BENEFITS:

Stronger Families offers a competitive salary, dependent upon qualifications and experience, along with an excellent benefits package, including numerous paid holidays, remote work policy, 100% employer-paid medical and dental coverage, cell phone stipend, and professional development opportunities for conferences, training, and books. 401k matching up to 3%. Two weeks of paid vacation. Travel is required; SF covers lodging, transportation, and flights.

This position will include 30-, 60-, and 90-day reviews, followed by quarterly progress reports, and an annual review.

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