



TITLE: Development Coordinator
EMPLOYMENT TYPE: Part Time Employee
WORK HOURS: 32 hours per week*
LOCATION: Hybrid – 1-2 days a week in Edina, Minnesota, 3-4 days remote^
REPORTS TO: Associate Director

^Open to fully remote position for the right candidate.

About WithAll

[WithAll](#) is working to create a cultural shift of kids feeling good in their bodies. As a 501(c)(3) serving a national audience, WithAll engages donors and businesses as partners who help make this work possible. WithAll educates and equips adults to help kids develop positive body image and relationships with food, as we also provide grants for those in need of intensive treatment to recover from an eating disorder.

We are a small but energetic and growing team working to disrupt the harmful ways our culture thinks about food and body by considering a child's perspective. Our team is skilled and dedicated to a productive and fun work culture that values health – mental, physical, all of it. Employment at WithAll offers a great deal of flexibility for the right candidate who is accountable and driven to hit their goals excellently and on time.

Position Summary

We are looking for someone who loves connecting people and partners for mutually beneficial outcomes, a personable + get-it-done, customer-oriented administrator to identify and cultivate relationships with the major donors, corporate sponsors and foundations who make the work of WithAll possible through their financial support.

The Development Coordinator will reach out to prospects, supporters, and the community using tact and care to best represent WithAll and to serve our supporters and partners with full integrity and kind consideration. This role owns the prospecting and qualifying phases of the donor cycle and closely supports the Executive Director on gift solicitation and donor stewardship. The person in this role must have a high attention to detail and an innate “follow through drive” to ensure all steps of the development process are followed, ensuring the donor or sponsor has an excellent experience with WithAll along the way.



Responsibilities

- **Prospect Identification & Qualification**

- Identify and cultivate new prospects using internal and external data and contacts and effective engagement strategies.
 - Secure lists of donor, foundation, and sponsor prospects through prospect research.
 - Hit weekly outreach goals to identify interested supporters and provide exceptional support through the prospect qualification process.
 - Speak passionately and competently on WithAll's mission and opportunities for engagement functioning as an ambassador for donors, sponsors, and partners.
 - Work with current supporters of WithAll to secure introductions and provide them with the information needed to introduce their network to WithAll.
- Identify and recommend ways to increase prospect conversions.

- **Development Operations Management**

- Manage ongoing solicitation cycle for major donors and sponsors in collaboration with the Executive Director and Board members.
 - Ensure all donor interactions (their own and the Executive Director's) are recorded in Salesforce.
 - Ensure next steps with donors for full development team are recorded in Salesforce and completed on time.
 - Follow up with supporters to ensure the development process proceeds, with a high degree of customer satisfaction.
- Support the Development & Operations Manager on grant proposals.
- Refine and manage donor and sponsor dashboards to regularly report on key metrics and performance indicators leveraging CRM and other analytic tools.
- Connect with other development professionals to learn best practices that can be applied at WithAll.

- **Events**

- Responsible for coordinating all Board, major donor and sponsor communications and stewardship in the planning and execution of WithAll's annual event including fulfilling sponsorship benefits, securing



needed event information and day-of interactions to provide a quality experience for these supporters.

- **Stewardship:**
 - Partner with the development team on a comprehensive stewardship plan so all donors are properly acknowledged, and the impact of their giving is communicated in a compelling manner.
 - Coordinate the creation and implementation of unique and inspiring ways to surprise, delight, and express gratitude to our supporters and donors.
 - Fulfill personal thank you acknowledgments for donors, fundraisers, partners, sponsors, and in-kind gifts.
 - Recommend ways to further engage supporters in the work of WithAll or better serve our supporters.
 - Maintain a high level of service by responding to supporter inquiries both internally and externally in a knowledgeable and timely manner.

Values & Skills

- A passion for WithAll's mission to help kids feel good in their bodies by preventing eating disorders and supporting recovery.
- Align with WithAll's core values:
 - Collaboration with kind candor.
 - Question the status quo.
 - Pride in ownership.
 - Figure it out. Get it done.
 - Start before it's all clear and learn as we go.
- Friendly and inviting personality.
- Follow through, follow through, follow through. If you say you'll do something, you will always, always do it.
- Ability to conduct persistent and confident outreach and follow up to accomplish objectives, while providing excellent customer support (unphased with rejections or lack of interest).
- Ability to communicate and sell a vision to supporters (willing to be enthusiastic and passionate in your communications).
- Ability to consistently manage numerous high-priority projects at the same time.
- Excellent note taker, records everything.



- High attention to detail and commitment to the end goal, not letting any tasks or processes get overlooked or forgotten.
- Ability to capture action items in meetings and interactions, record them and ensure they take place.
- Ability to think about and meet the needs of the customer.
- Creative problem solver.
- Excellent written and verbal communication skills.
- Ability to work collaboratively in a team environment and perform independently.

Education & Preferred Experience

- Bachelors' degree or combination of education and equivalent work experience in lieu of degree.
- Progressively responsible experience in fundraising, major gifts, donor relations, grant writing, event management, government relations/public affairs, direct donor contact, sales and/or customer service.
- Experience with Salesforce and/or donor touchpoint management.

Salary

- Competitive compensation and benefits package commensurate with experience.
- *Benefits eligible, ability to grow to a full-time position if fundraising goals are achieved.

To Apply

Submit a cover letter and resume to lcrye@withall.org.

The first round of submissions will be considered Friday, June 9, 2023, but the position will remain open until filled.

WithAll provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. People of color, transgender people, and gender non-conforming people are encouraged to apply.