



## POSITION ANNOUNCEMENT

---

**Job Title:** WILL Development Coordinator

**Reports to:** President

**Job Status:** Fulltime /Non-Exempt

### **Introduction**

Wilderness Leadership & Learning, Inc. ([WILL](#)) is a transformative, holistic 12-month experiential learning, youth leadership and life skills development program for District of Columbia youth from underserved/under-resourced neighborhoods. 2022-2023 is WILL's 19th year providing quality positive youth development programming for District youth. WILL's mission is to provide diverse growth experiences and challenging learning opportunities to inspire and assist youth to make good decisions, become effective leaders, and achieve their goals.

By joining our family/team you will be joining an organization considered one of the best community-based nonprofits in Washington, DC.

### **Position Summary**

The WILL Development Coordinator will assist with and play an important role in the optimal operation of WILL fundraising, development, and communications. Projects include research of potential funding opportunities, donor stewardship and cultivation, grant drafting, reporting and management, donation entry, reporting, and acknowledgement, website content management, drafting newsletters, managing social media accounts, providing support for the Annual Appeal (print + digital), and playing a pivotal role in event planning and execution of fundraising events during the year.

The WILL Development Coordinator will work under the direction and supervision of WILL's President, who will provide guidance on the scope of assignments and assistance as needed and/or requested.

### **Major Duties and Responsibilities**

- Research potential funding opportunities (foundation, corporate and individual)
- Manage and ensure the accuracy of all records and reports in WILL's CRM, including, but not limited to, donation entry, acknowledgement tracking, and task management
- Assist with the full cycle of grant application, including drafting, assembly of materials, and submission, grant management and reporting, and maintaining an accurate grant calendar to keep WILL's President informed of upcoming due dates

- Assist with donor cultivation and stewardship
- Draft and send thank you communications to donors
- Draft and send IRS receipts to donors
- Assist with WILL fundraising activities, including, without limitation, WILL Power Party, GivingTuesday, Annual Appeal, and Combined Federal Campaign
- Prepare accurate and thorough monthly development reports to review with WILL's President
- Draft development communications, including, but not limited to, social media posts, newsletters and announcements, and the Annual Report
- Assist with website content development and updates
- Assist with effective implementation of WILL's communications strategy

### **Qualification and desired Skills**

- Bachelor's Degree Required
- 2+ years of directly related professional work experience, with a strong preference for some grant writing and foundation fundraising experience
- Experience with a CRM/donor database system
- Experience with foundation, corporate, and individual donor/prospect research
- Experience with various social media platforms, including Facebook, Instagram, LinkedIn, Twitter, and TikTok
- Experience with graphic design
- Follow verbal and written requests and directions
- Excellent written and oral communication and presentation skills
- Proficient Microsoft Word, Publisher, and Excel skills
- Work cooperatively as a member of a team
- Detail-oriented, organized, and deadline-driven; with the ability to manage multiple projects with overlapping deadlines
- Strong research skills
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment
- Ability to learn WILL's "voice" while also adjusting writing style based on project and audience
- Strong interpersonal skills
- Expresses opinions confidently and with respect for others, and exercises discretion with personal or sensitive information
- Commitment to WILL's mission, vision, and values

### **Work Hours**

This is a full-time 40-hour per week position; the work hours will generally be:

- Monday – Friday, 9 am to 6 pm

### **Salary and Benefits**

- FY23 Salary Range \$27.64 - \$32.45 per hour (commensurate with experience) (equates to a range of \$57,500 - \$67,500/year)
- Health insurance (medical); retirement benefits
- Generous Paid Time-Off (vacation, personal days, and holiday schedule)

- Opportunity for career growth and advancement

As a condition of employment, all persons offered employment with WILL must pass a background check, and must be fully up to date with their COVID-19 vaccinations. As defined by the CDC, one is up to date with one's COVID-19 vaccines when you have received all doses in the primary series and booster(s) when eligible. Proof of such vaccination must be provided to WILL as a condition of employment with WILL.

Please send current resume and cover letter with salary requirements to Steve Abraham at [steve.abraham@will-lead.org](mailto:steve.abraham@will-lead.org). The position is open until filled; if interested, apply now – do not miss the opportunity to join this dynamic youth serving community-based nonprofit.

Wilderness Leadership & Learning, Inc. is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin, or disability.