

Position Profile

Neighborhood Trust seeks a Development Coordinator to support the continued growth of the organization's philanthropic relationships. This position reports to the Associate Director of Institutional Giving and works closely with the CEO, Chief of Staff, and other leaders across the organization to support the solicitation of over \$12 million in requests annually. The Development Coordinator plays an integral role managing the team's prospecting and cultivation strategies, while owning relationships within a portfolio of foundation, corporate and individual donors.

About Neighborhood Trust

Neighborhood Trust is a national nonprofit social enterprise and marketplace innovator creating solutions to better meet the financial needs of low wage workers. Our solutions are designed to create high-impact, systemic change by directly serving both individuals and institutions. We help workers eliminate and avoid debt, which enables them to build savings, escape the vicious cycle of living paycheck to paycheck and assert control over their financial lives. For over 25 years, we've worked side by side with workers, collected vast data and qualitative insights about the financial challenges they face, and built strategic partnerships across the financial services ecosystem.

Our work is grounded in our understanding that our economy was founded on and has grown through racist policies and institutions, which have depleted the wealth and the economic mobility of people of color. Therefore, we serve our clients cognizant of the structural inequities that are their reality today and that live within their personal histories. This lens informs all our efforts, from our direct services to the way we share insights with peers, policymakers and the market.

About Your Role

You thrive in a dynamic and collaborative team environment, able to immerse yourself in the details of the team's complex and evolving funder relationships. You are a confident and action-oriented project manager, able to track the daily moving parts of a work plan while sifting out the action items that have the biggest impact on our goals. You are a thorough researcher and analytical thinker. You are passionate about the organization's work and interested in the nuances of personal finance, bringing them to life in a creative and concise way for external audiences.

Your Responsibilities:

- Project Management
 - Serve as lead project manager for the team; support moves management across portfolios by tracking and holding the team accountable for high-priority action items and follow-ups.
 - Track and log funder communications in the dept CRM, Salesforce; ensure a consistent flow between communications with funders and updates to the team work plan.

- Manage funder outreach projects and appeals, including drafting outreach emails.
- Support the External Relations team in the upkeep and improvement of funder / contact data and project management tools.
- Relationship Management
 - Own a portfolio of foundation, corporate, and individual funder relationships throughout the entire giving cycle, from initial prospecting, cultivation, proposal submission, to securing funding.
 - Support CEO on donor engagement activities, such as drafting emails, preparing for calls, and tracking next steps.
 - Create an annual moves management plan guided by outcomes-based goals in consultation with the CEO, Chief of Staff, and Associate Director of Institutional Giving.
 - Lead on all funder communications including concept notes & proposals, meetings & calls, and programmatic & impact reports. Curate the input and participation of the CEO and other senior staff where appropriate.
- Prospect Research
 - Lead the process for identifying and qualifying new individual and institutional prospects
 - Research new funder and donor leads to vet and identify Neighborhood Trust's alignment with their priorities and historical giving; and identify relevant contacts / connectors to cultivate

Outcomes:

- Through research, identify and qualify at least 10 prospects per month
- Execute, manage and/or track approximately 30 funder touch points across the team per week
- Own a portfolio of approximately 30+ foundation, corporate, and individual donor relationships, submitting 4-5 deliverables (i.e. proposals, reports, etc.) per month;
- Lead or support on the solicitation of approximately \$600,000 in donations and grants
- Achieve a minimum of 40 – 50 touchpoints with current and prospective funders per year.

What You Bring:

- Alignment with [core organizational values](#)
- 1-2 years of development, communications or project management experience
- Excellent research, written and verbal communication skills
- Highly organized, detail-oriented, and resourceful
- Strong ability to manage projects and multiple stakeholder interests
- Flexible attitude, comfortable with ambiguity and ability to push projects forward
- Comfortable working independently and in collaboration with staff across all levels of the organization
- Salesforce experience a plus
- Experienced in Microsoft Office (Excel, Word, PowerPoint and Outlook)

Position Details:

- Status: Full-time, exempt
- Reports to: Associate Director of Institutional Giving
- Location: While periodic travel will be required to our headquarters in New York City, this position can be performed remotely and candidates located anywhere in the U.S. are encouraged to apply.

Compensation and Benefits Package:

- Salary: \$60,000 – \$68,000 annually
- 100% employer-paid medical, dental and vision premiums for employees (savings of \$6K – \$10K per year)
- Eligible for 401(k) participation immediately, with up to a \$1K per year in employer match, vested immediately
- 12 weeks paid family leave for full-time employees, with schedule flexibility upon return to work for eligible employees
- Generous paid time off per year – 12 paid holidays, 15 vacation days (grows with tenure), 6 personal/sick leave days, 1 civic engagement day
- Access to Health Flexible Spending Account, Dependent Care Flexible Spending Account, Life Insurance, and long-term and short-term disability plans

To Apply:

We are committed to building a diverse and inclusive workplace that reflects the diversity of our clients. We especially seek applicants with lived experiences of financial hardship or systemic exclusion. Staff from all backgrounds can contribute meaningfully to our mission, and we recognize that those who come from the communities we serve have a uniquely powerful perspective.

Please send resume and cover letter to hr@neighborhoodtrust.org with the subject line “Development Coordinator”.

Neighborhood Trust is an equal opportunity employer and we are committed to equal employment opportunity in all decisions related to employment, promotion, wages, benefits and all other privileges, terms and conditions of employment.