

Position: Development Coordinator

Department: Development/Fundraising

Category: Administrative Staff

Status: Part-time

Pay Rate: \$17/ Hour

Hours Available: 25 - 30 hours/week on average

Start Date: as soon as February 1, 2022



Overview: To better fulfill the potential for Center City and LeBauer Parks, Greensboro Downtown Parks, Inc. (GDPI) was created. The 501(c)(3) non-profit maintains a public-private partnership serving the downtown community through activated urban greenspaces. The mission of GDPI is to serve as the executive management of Greensboro's downtown parks, focusing on public activation, maintenance, financial well-being and overall vitality.

Center City Park and LeBauer Park are a combined 5-acre urban green space serving as the central gathering place for Greensboro's residents and visitors in a setting that is both relaxed and lively. Each year, the parks play host to hundreds of public programs and events, bringing more than 200,000 visitors annually. The parks feature outstanding public art, recreational equipment, facilities for children, pet-friendly spaces, café dining, and artistic performance pavilions. Located directly across Davie Street from one another, each park offers a unique atmosphere in the heart of the Cultural Arts District. From LeBauer's innovative design dedicated to activity and play, to Center City's lush, green serenity, visitors are sure to find whatever park experience they desire.

Drawing people from a range of ages, races, ethnic and cultural backgrounds, socioeconomic standings, abilities, and life experiences, the parks have truly become the heart of Greensboro with a pulse on the current happenings of our community. Alongside sponsors and dedicated program partners, GDPI annually hosts over 400 FREE public programs and events in the parks. GDPI maintains that a connection to place carries deep meaning in the lives of all people. The goal of our organization through its programming is to build and maintain a relationship between our parks and the greater community, making these *spaces* essential *places* in the lives of the people of Greensboro. The organization's driving belief in its placemaking efforts is that a meaningful connection to the parks will help people connect with the city on the whole and build in them a desire to commit to living and working here longterm - and in that time, make important contributions to the city's progress.

Duties and Responsibilities:

The Development Coordinator will be responsible for a strategic focus on the organization's fundraising efforts via donor cultivation, engagement and systems management, grant writing, and corporate sponsorships in collaboration with the Executive Director and other key staff and board members.

- Represent GDPI's brand and mission in a positive way at all times, including being kind and courteous to all, handling difficult situations with grace and composure, and showcasing a strong work ethic and helpful demeanor
- Manage an annual giving budget of \$360,000+ across the three main areas of strategic development: individual giving, grants, and sponsorships
- Manage Kindful donor database system, developing moves management timelines and strategic touchpoints for enhanced donor engagement, impeccable data upkeep, and maximized giving
- Coordinate mailings, donor communications and incentives to the best standard of follow through
- Collaborate with staff to enhance giving via donor engagement and fundraising events

- Research strategic grant opportunities and manage a calendar of submissions for funding, serving as lead writer for grant applications
- Cultivate relationships with corporate sponsors for programs and park naming opportunities
- Be flexible to perform other duties of a comparable level/type as assigned

Job Location and Conditions:

- Greensboro Downtown Parks, Inc. office located in the Greensboro Cultural Center (200 N. Davie St. Suite 101M)
- Majority of work will take place in a collaborative office environment. Candidate must also be willing to work outside as needed, including in heat and cold, as well as rain
- This is a fast-paced work environment with a small team of people managing numerous projects at any given time. Candidate must be comfortable with both an active, collaborative environment and managing solo projects of his/her/their own direction and will be expected to bounce between these experiences regularly.
- Must be available to work evenings and weekends on occasion.

Qualifications:

- Able to work effectively in a team setting and with all members of the public
- Bachelor's degree in Nonprofit Management, Business Administration, Arts Management or another related field required, Master's degree preferred
- Minimum 2 years previous non-profit development and/or grant-writing experience required
- A proactive thinker and doer with attention to fine detail
- Possesses strong written and verbal communication skills
- Effectively manages numerous tasks at any given time and expresses incredible forethought
- Demonstrated experience managing a team and strong leadership skills are required
- A creative thinker with a keen sense for strategy and prioritizing community engagement
- Required availability: minimum 25 hours/week availability, Monday-Friday with availability as needed for evenings and weekends.
- Ability to lift 40 lbs.
- Must have access to reliable transportation

Post-Offer Requirements:

- Credential check
- Driving record check
- Criminal history, Child Protective Services registry, and sex offender record check

Post-Hire requirements:

- Attendance of mandatory training sessions and staff meetings

Benefits:

- Health, Dental, Vision available to part-time administrative employees after 6-month probationary
- Paid time-off available to part-time administrative employees on accrual basis after 1-month probationary

Greensboro Downtown Parks, Inc. is an Equal Opportunity Employer.

Applications submitted any other way than listed below will not be considered.

To Apply:

Submit a resume highlighting your experience as it aligns to the job responsibilities.

Submit a cover letter* answering the following questions:

- Why do you want to work as the Development Coordinator?
- What, specifically, can you bring to this position that will benefit our organization and the public?
- What do you hope to get out of your experience working with Greensboro Downtown Parks?

*We encourage the use of specific language and references to past experiences (stories, data, anecdotes) to speak to your qualification as a candidate.

All materials must be submitted to Amanda Miller, Director of Programs & Marketing at programming@greensborodowntownparks.org