



Development Coordinator

Status: Full-time or Part-time

Reports To: Executive Director

Location: Hybrid (Office + remote work flexibility)

Salary Range: \$75,000-\$90,000 (full-time)

ABOUT CALMER CHOICE

Calmer Choice's mission is to cultivate awareness, live mindfully, and enhance resilience. We serve children and those who support them on Cape Cod and surrounding regions by providing evidence-based mindfulness education, training, and mentorship to build resilience, foster compassion and nurture the wellbeing of all people and communities. Utilizing our innovative, research-informed curriculum, we work in classrooms and community spaces to support individuals in reconnecting with the inner capacities they need to feel grounded, resourced, and capable of leading lives of kindness and compassion towards themselves and others.

JOB SUMMARY

The Development Coordinator is a vital contributor to the Calmer Choice mission by leading the implementation and oversight of a comprehensive outreach, development, and fundraising strategy for the organization. This position is responsible for the management of the fundraising program, including annual fund, major gifts, planned giving, and stewardship. The position also supports the organization-wide outreach and marketing efforts to educate, recruit and retain a variety of stakeholders, from donors to participants in our community-based programs. The position requires interfacing with board members, consultants, donors, volunteers and community members. The salary range and job responsibilities outlined here reflect a full-time engagement. Should a part-time candidate be hired, appropriate adjustments to work scope and compensation will be made.

JOB RESPONSIBILITIES

Specific activities include but are not limited to:

Donor Cultivation & Stewardship (40%)

- Cultivate and steward a portfolio of individual donors and business partners including major gifts, planned giving, and corporate sponsorships utilizing moves management
- Increase annual fund revenue by implementing cultivation, solicitation and stewardship strategies
- Work with the Board of Directors to leverage donor cultivation capacity and enhance relationships among donors, board, and staff
- Research new and existing donors and prospects

Fundraising Strategy & Execution (30%)

- Responsible for the overall implementation and oversight of an annual fundraising strategy
- Coordinate appeals, annual report, donor newsletters, social media, and acknowledgement letters
- Manage any marketing, design, and event planning consultant(s)
- Collaborate with the Executive Director to develop an updated case for support

Donor Data & Database Management (20%)

- Manage donor database, including accurate donor record keeping, gift entry, and reporting
- Design and implement moves management and prospect tracking system to record, monitor, and measure related fundraising activities
- Lead the ongoing development of industry best-practice standard operating procedures

Grant Management (10%)

- Provide oversight, direction, and management of the grant writer
- Develop and manage an annual grant calendar
- Identify new grant opportunities including state and federal funding

DESIRED SKILLS & QUALIFICATIONS:

- Significant proven nonprofit fundraising experience
- Advanced proficiency in non-profit management software such as Neon, Raiser's Edge or equivalent, Mailchimp, Microsoft Outlook, Word, Excel, and other software
- Ability to work and problem solve both collaboratively and independently with good judgment about when to seek direction
- Excellent communication skills with the ability to express ideas clearly and concisely
- Well-developed writing/editing skills
- Experience engaging board members and volunteers in fundraising and training
- Familiarity with the Cape Cod region & context strongly preferred

COMMITMENTS:

- A willingness to work in accordance with Calmer Choice's ['Mindful Work Commitments'](#)
- A commitment to modeling kindness and compassion
- An openness to receiving and providing constructive feedback
- A commitment to ongoing development personally and professionally
- A desire and ability to work in both independent and collaborative structures
- An interest in building inclusive community

FULL-TIME STAFF BENEFITS:

- Health Insurance stipend
- Flexible work schedules with opportunities for remote work
- Opportunities for shared mindfulness training and practice

OUR COMMITMENT TO DIVERSITY & INCLUSION

Calmer Choice is committed to providing equal employment opportunities for all persons regardless of race, color, religion, gender, gender expression, gender identity, genetics, sexual orientation, disability, age, marital status, national origin or ancestry, ethnic origin, or veteran status. We welcome and encourage candidates of color, LGBTQ+, and others underrepresented in the sector to apply.

HOW TO APPLY:

Please submit a resume and cover letter to jobs@calmerchoice.org, specifying your interest in a full-time or part-time position.

In your cover letter, please include the answer to the following:

- If you were meeting with a donor or potential partner, how would you succinctly describe the importance of Calmer Choice given today's modern context?