

Development Coordinator

Sisu Youth Services



shelter and care for homeless youth

Job Description

Position Summary: Sisu Youth Services offers shelter and support for youth experiencing homelessness. The Development Coordinator will have varied tasks revolving around fundraising, grant writing, donor stewardship and furthering the mission of Sisu.

The Development Coordinator is a non-exempt, full-time employee reporting to the Development Director.

Essential Functions:

- Seek grant funding opportunities, draft grants, and grant reports.
- Manage donor database with current and prospective donors.
- Organize and implement effective systems of thanking and communicating with supporters.
- Develop relationships with donors and volunteers to create partnerships and collaboration.
- Provide timely and relevant communication with donors, volunteers, and prospects.
- Build strategic relationships with corporate sponsors in our community.
- Assist in the preparation of marketing materials
- Prepare leadership and facilities for donor meetings.
- Help lead facility tours and share about Sisu's mission.
- Coordinate and support the event committee in producing annual fundraisers.
- Execute and support an annual campaign
- Support Directors in the solicitation of major gifts.

Knowledge/Skills/Abilities:

- Strong ability to organize, prioritize and meet deadlines - must be detail-oriented.
- Excellent oral and written communication skills
- Must take initiative and be self-driven, able to work as part of a collaborative team as well as independently on specific projects.
- Strong computer skills, with proficiency in MS Office applications, design suites, and other computer applications
- Public speaking and presentation skills including in large & small groups
- Commitment to answer phones, texts, and emails daily and respond in a timely manner

Physical Requirements:

- Ability to sit or stand for long periods of time
- Ability to use telephone, PC, copy machine, printer, and other office equipment
- Licensed with a clean driving history and reliable transportation. Local travel will be required

- Pass a state and federal criminal background check for grant compliance

Education/Experience:

- Bachelor's Degree OR one year of relevant experience is required. Study in Nonprofit Development, Business Communications/Marketing, and/or 12 months of fundraising, nonprofit, or sales experience preferred.
- Experience with youth, LGBTQ+, mental health, social services, or nonprofits preferred

Job Location: In office & at program locations - Oklahoma City, Oklahoma, United States

Position Type: Full-time hourly (40 hours/week)

Scheduled Hours: Monday to Friday 9am to 5pm - some evenings and weekends as needed

Salary Range: \$16 - \$19 per hour

Benefits: PTO, Medical, Dental, Vision, and Life Insurance available

Sisu Youth Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fairness and equity in all our employment practices without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.