



Development Coordinator | Exempt

The Foundation for Tacoma Students is seeking a Development Coordinator to help secure financial support in Grants, Sponsorships, Individual Giving/Major Gifts, and Events that serve our mission to help every child achieve success from cradle to career.

This position reports to the Director of Development and has primary oversight of development administrative and data management systems, grant management, and coordination with staff. This position requires knowledge of the standard office policies and procedures and may include responsibility for executive office management as appropriate.

Compensation

The starting salary range for this position ranges from \$45,000 - \$55,000. Salary is commensurate with experience. Competitive benefits package includes health, vision, dental, and a voluntary 401(k) program.

Responsibilities

Grant Coordination:

- Assist Development Director to coordinate grant tracking and meet grant submission and reporting deadlines.
- Assist in the creation of supplemental documents and/or presentations as required for grant applications, reports and/or awards.
- Track and monitor on a monthly basis all deadlines regarding contracts, grants, and corporate/individual donors ensuring that deadlines are met.
- Produce reports, update workflow dashboards, and track stewardship/solicitation tasks to accomplish grant/donor cultivation goals.

Development Coordination:

- Provide administrative support and coordination for donor research, engagement, stewardship and retention, fundraising events, corporate engagement, and grants.
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- Support increased Individual/Major Gifts, donor participation, donor retention, event revenue, and other goals as set forth in coordination with the Director of Development.
- Provide proofreading & editing support for Development communications.

Donor Relationship & Data Coordination:

- Administer and update Development tracking systems for Individual, corporate, and foundation gifts and donor stewardship.
- Produce internal reports, research, and summaries with primary responsibility for Individual/Major Gifts.

Qualifications

- Minimum 1 year in Nonprofit Development, Program Support or Administration — 3 years preferred.
- Knowledge of Development strategies and techniques.
- Knowledge of the Donor stewardship process.
- Familiarity with Tacoma and Pierce County region
- Familiarity with Collective Impact framework.
- Demonstrable competence in excellent oral and written communication and interpersonal skills.
- Strong computer skills including contact management software (CRM), cloud-based applications and office productivity tools such as G-suite/Microsoft 365).
- Bachelor's degree preferred but not required.

About Us

The Foundation for Tacoma Students is a 501(c)(3) nonprofit organization established in 2010 to staff and support the Graduate Tacoma community-wide movement - a collective impact initiative to improve student outcomes from cradle to career. The Foundation helps align hundreds of organizations and individuals around a common community goal for 70% of our youth to earn a degree, technical certificate, or gain a good-earning wage employment opportunity within six years of high school graduation.



We support the Graduate Tacoma movement by connecting and convening stakeholders, leveraging data to inform decisions, aligning resources to scale impact, supporting scalable professional development and continuous improvement processes, and centering policy and advocacy to create a more equitable and sustainable system for all.

The Foundation for Tacoma Students is an equal-opportunity employer. We do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We are committed to maintaining a diverse and multicultural working environment and building an organization that is increasingly representative of the communities we serve.

How to Apply

Please email a resume and cover letter to hr@graduatetacoma.org using the subject line "Application for Development Coordinator - YOUR NAME." **No phone calls, please.**
