



Job Description

Title: Development Coordinator

Reports to: Executive Director

Status: Part-time

The Izzy Foundation Mission:

The Izzy Foundation is a national nonprofit located in Providence, Rhode Island whose mission is to design, fund and IZspire creative projects and programs for families whose children have cancer or other life altering medical conditions to LIVE, LAUGH, LOVE and PLAY. www.theizzyfoundation.org

Major Responsibilities:

- Work with the Executive Director to align efforts and set philanthropy goals.
- Assist with all development efforts, such as development calendar, grant writing, event planning and business partner relations.
- Plan and implement every detail associated with a successful fundraising event such as - but not limited too - budget, run of show, auction, entertainment, invitations, and associated materials while building and utilizing community volunteers.
- Comfortable cold calling for contributions/sponsorships.

Minimum Qualifications: (Knowledge, Skills and Abilities)

- Demonstrate successful fundraising techniques/strategic and event management - previous experience with non-profit fundraising and grant writing is preferred.
- Highly self-motivated and directed, with sharp attention to detail and conscientious follow-through; ability to effectively prioritize and execute tasks.
- Exceptional verbal and written communication skills and high level of emotional intelligence.
- Proficient in the use of computers and software efficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.). Knowledge in using Google Suites, Zoom and other management software is preferred.

Physical Demands and Work Environment:

- Work cooperatively and supportively with all staff, interns, and volunteers to ensure optimum agency and project progress.
- Must be able to reach and adapt to unexpected situations and changes.
- Limited physical effort required. Must be able to lift 50 lbs.
- Ability to stand for multiple hours at a time.
- Possess the highest integrity and values consistent with The Izzy Foundation.

The Izzy Foundation encourages a diverse work environment and is an equal opportunity employer. We are seeking a team player who is passionate about organizational excellence and committed to The Izzy Foundation's mission and values.

Salary range \$20,000 to \$25,000

16 hours a week/flexible schedule

Some nights and weekends required

Benefits are not included

To Apply:

Please submit resume and cover letter to:

Erin Scott, LCSW, OSW-C

Executive Director

erin@theizzyfoundation.org