



**Position:** Development Coordinator

**Reports to:** Development Manager

**Position Type:** Full-Time

**Schedule:** 9-5 Monday-Thursday; 9-2 Fridays

**Compensation:** Base annual salary commensurate with experience

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**ICW's mission** is to reduce gun violence by amplifying the voice and agency of people who have been most impacted by systemic racism and mass incarceration.

We partner with program participants through case management and careers in and beyond personal training. Individuals are elevated as experts in fitness and the social issues they've lived. ICW is a culture and community in which power dynamics are flipped, social capital is bridged, and new leaders emerge in the fight to combat long-standing inequities.

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**Position Overview:** The Development Coordinator is responsible for supporting the Development team with grants and individual donor coordination, tracking, & research.

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### **Responsibilities:**

#### Development: Grants

- Research new funding opportunities, ensuring a solid pipeline of grant opportunities each quarter
- Assist Development Manager in coordinating the grants schedule, ensuring all grants & reports are submitted on time
- Complete and submit all assigned grant proposals and reports before deadlines
- File and organize all proposal materials with 100% accuracy
- Maintain updated standard attachments for grant proposals
- Regularly update Salesforce to reflect progress with grant proposals and reports
- Issue tax receipt & acknowledgement letters for all grants
- Record & distribute notes for weekly Development meetings
- Update the Development dashboard weekly

#### Development: Individual Giving

- Assist Development Manager in tracking individual donations & individual donor data
- Conduct individual donor research for existing and prospective donors
- Issue tax receipt & acknowledgement letters for all donations
- Assist in coordinating fundraising events, including invites, RSVPs, follow up, etc
- Assist Development Manager with fundraising campaigns



**Benefits:**

- A partially matching SIMPLE IRA retirement plan (full time only)
- Reimbursement of health insurance of up to \$250/month (full time only), and free 3rd party support in identifying an independent plan that best fits your needs
- 15 days paid vacation for years 1 and 2 of employment, and 20 days for years 3+ of employment (part time employees receive 5 days paid vacation per year; see Employee handbook for full list of additional paid holidays)
- 10 days of paid sick leave per year (part time employees receive 5 days paid sick leave per year; see Employee handbook for full policies on sick and other paid leave)
- Free use of gym spaces at any hour
- Free access to mental health resource coordinator
- Year-round “summer Fridays” ending at 2pm

ICW is an equal opportunity employer. People of Color and women are encouraged to apply.

To apply, send your resume & cover letter to [careers@innercityweightlifting.org](mailto:careers@innercityweightlifting.org).