
Development & Operations Coordinator

[Riley's Way](#) is seeking a highly motivated individual to join the team as the **Development & Operations Coordinator**. The Development & Operations Coordinator will play a critical role in deepening Riley's Way's fundraising efforts and supporting operational and administrative tasks for a growing national non-profit. This role will report to the Development Director. The Development & Operations Coordinator will also support the Riley's Way leadership team with administrative support and office management. This role is for someone with a passion for nonprofit fundraising, dynamic teamwork, strong interpersonal skills, an eye for detail, exceptional organizational skills, and the ability to manage multiple priorities effectively. Discretion and confidentiality are key aspects of this position.

The Development & Operations Coordinator will be responsible for:

- 1) *Supporting the development plan and fundraising events (50%)*
 - Assisting the Development Director with their efforts to build relationships with donors, including coordination of meetings, administration, preparing materials and communications.
 - Preparing and sending donor acknowledgments and tax letters.
 - Supporting event planning for fundraising events, including tracking sponsors, payments and guests, and coordinating details and communication with participants.
 - Researching potential partners and donor prospects including corporations, individuals, and foundations.
 - Researching and tracking grant opportunities.
- 2) *Maintaining donor records and database management (20%)*
 - Data entry, tracking and organization; ensure data accuracy and quality assurance systems.
 - Preparing reports, synthesizing information, and sharing donor updates with the leadership team.
- 3) *Supporting organizational operations and administration (30%)*
 - Supporting the Director of Operations and Board Treasurer in the annual Audit and tracking of financial information.
 - Administration for the Board of Directors including setting meetings, maintaining records and files, and preparing and sending materials.

- Planning, coordinating and executing event and meeting logistics for external partners and internal teams.
- Providing general office management, including checking the mail, maintaining office supplies, and keeping the office organized.
- Assisting the leadership team with administrative tasks and other duties as assigned.

Qualifications:

- A passion for the mission and core values of Riley's Way Foundation
- A positive, team-focused, can-do attitude with a commitment to youth leadership
- Loves living in the details but also gets the big picture
- Direct experience providing administrative or event support
- Experience with event planning and organizing meeting logistics
- Strong interpersonal, written and oral communication skills
- Comfortable with Google workspace, CRM systems, and Quickbooks
- Comfort with data management and reporting, tracking information and navigating spreadsheets, distilling insights, and communicating recommendations for process improvement
- Results and detail oriented with a knack for staying organized and working across multiple projects, timelines, and priorities with a high degree of accuracy
- Ability to problem-solve in the moment
- High degree of professional integrity
- Must be able to lift at least 25 lbs
- 2+ years of relevant experience and valid drivers license (preferred)

Location: Candidates must be based in the tri-state area. They can work remotely when there are no meetings to attend, but should have the ability and willingness to spend time (minimum one day/week) at Riley's Way offices in Brooklyn and travel to multiple donor meetings each month in the tri-state area.

Salary: The salary range for this position is \$55,000-\$70,000 depending on experience.

Benefits: We offer a very generous benefits package including health, dental, vision (fully paid for individual employees); pre-tax health, dependent-care, and transportation accounts; and a matching 401K plan. Three weeks of vacation, sick leave, personal days, and an extremely generous holiday schedule including wellness weeks where the office is closed for a week in December and July, and summer Fridays. Flexible work schedule with ability to work remotely, and professional development opportunities.

Our Values:

Riley's Way is an equal opportunity employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and political affiliation. We continually seek to create an inclusive work culture where talented people of widely different backgrounds are welcome and can thrive.

Riley's Way is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, equitable, and that enables each of us to realize our potential. Riley's Way values are grounded in kindness, empathy, connection making, and youth leadership; and we have a strong commitment to diversity, equity and inclusion.

How to Apply: For immediate consideration, please send your resume and cover letter to jobs@rileysandler.org, and indicate "Development & Operations Coordinator" in the subject line.