



# GAI Development Coordinator

**Position Title:** Development Coordinator

**Reports to:** Director of Development and Communications

**Position Classification:** 32 hours per week. Administrative office hours can be flexible. The position requires 3 days in the office minimum (hybrid). A portion of office hours may be performed remotely as agreed upon with the supervisor.

**Compensation and Benefits:** Starting wage is \$20/hour.

The GAI offers employer sponsored health and dental insurance, 13 paid holidays, Paid Time Off (PTO) and Sick Leave, annual IRA bonus, and free class tuition. GAI is closed Dec. 24-Jan 1.

## Position Overview

The Development Coordinator works with the Director of Development and Communications and Communications Manager to implement the strategy to strengthen the GAI's fundraising efforts and increase the visibility of the organization's work and mission.

The GAI embraces a culture of philanthropy, centered on the belief that the staff and Board of Directors are all part of the team responsible for raising donor support income for the GAI. We understand that fundraising is a collaborative effort built around cultivating relationships, a process that requires time and organization-wide support. This role requires a combination of attention to detail, excellent communication skills, and strong relationship skills.

## Work Environment & Culture

The Germanic-American Institute is in an exciting phase of visioning and growth. The annual operating budget has increased three fold in the past 10 years and is currently \$1.2 million. The GAI Board of Directors and Staff has set a vision for becoming the premier center for German language and cultural education in the United States. Candidates with a strong background or interest in German culture will find the position especially rewarding.

The Development Coordinator position allows for professional development and the strong sense of contributing to the growth and advancement of a leading cultural institute. At the GAI, we believe in and follow the following principles:

- Work-life balance, which includes flexible schedule options, healthy time-off and vacation options
- Stellar service to all organizational stakeholders
- Developing a sense of community among all who engage at the GAI
- Working with staff to capitalize on their strengths and interests and giving them the latitude to be creative in achieving results-oriented success.

## Duties and Responsibilities

### Administrative/Development

- Process incoming donations and related correspondence in a timely and efficient manner
- Enter all donations, related communications, and follow-up information into our CRM database
- Create relevant weekly reports for GAI leadership on development and membership
- Execute all clerical duties related to GAI membership such as processing memberships, issuing renewal letters/emails, database updates, issuing receipts, etc.
- Maintain tracking system for pledges, planned giving, sponsor benefits and other initiatives
- Manage membership and large-scale appeal mailings and other written correspondence
- Staff informational tables at St. Paul Oktoberfest and other major GAI events and partner events as needed
- Maintain and update GAI press contacts database
- Produce press clips and capture engagement from GAI events
- Ensure integrity of the database: removing duplicates, bad addresses, and out-of-date records
- Other duties as agreed upon with supervisor

### **Donor Relations**

- Correspond with members and donors in a friendly and timely manner to answer questions, solicit feedback, and maintain good relationships; follow-up with new and established donors via phone and email and at in-person events
- Draft and edit annual fund and other special campaign appeals, including related content for GAI publications, website, and social media
- Help plan and execute fundraising and donor appreciation events

### **RESOURCE DEVELOPMENT**

- Help develop and maintain partnerships with businesses for annual and event-specific sponsorship support
- Assist in the development and organization of materials for sponsorship levels and benefits packages
- Cultivate sponsor relationships: work with events team to secure new sponsors and retain or upgrade current sponsors
- Ensure that sponsors receive promised annual benefits and perks

### **QUALIFICATIONS**

- Communicate and build positive relationships with all GAI stakeholders of varying communication styles and backgrounds.
- Demonstrate excellent reading, writing and speaking skills. Maintain highest personal discretion of confidential data and documents.
- Intercultural Competence and Commitment to Inclusion, Diversity, Equity and Access (IDEA): Ability to work with individuals of varied styles, perspectives, gender expression, race, sexual orientation, religion, ability, age, class and immigrant status.
- Possess excellent curiosity, creative thinking and problem-solving skills.
- The ability to manage multiple projects concurrently while working collaboratively.

- Experience with CRM software, Microsoft Office,(with emphasis on Word and Excel), and Google Suite.
- Education and Experience: 1-2 years non-profit development experience or comparable experience preferred.

### **COVID-19 SAFETY**

All employees of the Germanic-American Institute are required to be fully vaccinated against Covid-19 and to have received a booster. If the successful candidate is not currently fully vaccinated and boosted, they must be willing to receive a full course of vaccination prior to beginning employment and are also expected to adhere to GAI Covid-19 safety protocols.

### **EQUAL OPPORTUNITY EMPLOYMENT**

The GAI is committed to acknowledging, addressing, and dismantling practices which impede progress. We are actively seeking a diverse pool of candidates and we welcome all applicants regardless of race, color, religion, national origin, sex, age, disability, sexual orientation or ancestry. The Germanic-American Institute is an equal opportunity employer, committed to fostering an inclusive environment. EEO/W/M/Veteran Disability

### **HOW TO APPLY**

To express your interest about this opportunity, please email resume and cover letter to [aleshovsky@gaimn.org](mailto:aleshovsky@gaimn.org) with Development Coordinator in the subject line. Applications will be reviewed as received but must be submitted by February 28, 2023.