

DEVELOPMENT COORDINATOR JOB DESCRIPTION AND BENEFITS PACKAGE

Sky High for Kids

Sky High is a 501(c)(3) nonprofit organization whose mission is to bring the community together to provide comfort, fund research and save lives of those fighting pediatric cancer and other life-threatening conditions. Our vision is to end pediatric cancer. We live and honor our core values: Passion, Integrity, Faith, Family and being Mission Driven.

SUMMARY

The Development Coordinator is responsible for implementing and executing sales plans for Sky High to increase revenue across all aspects of the company including but not limited to, major fundraising events, corporate partnerships, family member bundles and general donations. The Development Coordinator will be responsible for obtaining the necessary resources to manage and expand donor support including funds, in-kind goods and services and other gifts. The Development Coordinator will report directly to Chief Development and Marketing Officer and is responsible for working alongside the CDMO to retain and expand current donor portfolio, driven by the mission, vision, goals and objectives of Sky High for Kids.

This person will office at 9800 Richmond Avenue Ste. 335, Houston, TX 77042

OFFICE HOURS: 8:30am-4:30pm Monday – Thursday.

DRESS CODE: Business attire Monday – Thursday outside of event week is required. Event weeks: Appropriate fitness attire & tennis shoes are permitted & encouraged.

BENEFITS | PERKS INCLUDE:

- ☐ Base salary + annual performance bonus (scale: 0-10% of base salary) determined by direct manager each calendar year.
- ☐ Health insurance including dental & vision benefits.
- ☐ \$60 cell phone stipend
- ☐ Paid travel expenses; auto mileage .62 per mile / daily meal per diem of \$50 for breakfast, lunch & dinner.
- ☐ Mandatory 3–5-day annual offsite staff retreat
- ☐ One mandatory quarterly team offsite workday or team activity; date & location at discretion of Office Manager.
- ☐ 80 hours of paid time off (PTO)
- ☐ Paid Time Off, (PTO) shall be utilized for vacation, doctors/dentist appointments, personal and family illness, or any other personal time off needed. Employees shall not be allowed to carry over any accumulated time for PTO or “Comp Days” from one calendar year to another. Employees will not be compensated for any unused PTO at the end of the calendar year.
- ☐ “Comp Days” – 1 day off for every 7 days consecutively worked will be awarded to the employee.
- ☐ 3 weeks paid bonus vacation; Office is closed: week of July 4th, Christmas (two weeks in December), and New Year’s Eve/Day.

HOLIDAYS (Office is closed)

- ☐ New Year's Day (1/1)
- ☐ Good Friday & Following Monday
- ☐ Memorial Day
- ☐ Independence Day
- ☐ Labor Day
- ☐ Thanksgiving (Thanksgiving Day and Friday)

- Christmas Holiday (Christmas Eve and Christmas Day)

SKY HIGH FOR KIDS is an equal opportunity employer and is committed to the belief that everyone is entitled to equal employment opportunity.

- It is important that during the initial period of employment, Sky High will be able to assess your ability to perform your duties. The first 90 days of employment will represent an assessment period, during which you or we may terminate your employment for any reason without notice and without the payment of any further benefits. During this assessment period we will evaluate your work, including your interaction with colleagues and donors to determine whether you are suitable for the position. At the end of the assessment period, a performance review will be conducted by the direct manager & CEO of the organization.
- Upon completion of the 90-day assessment period and mutual agreement to continue employment, you will be offered the full-time position as stated in this document with the benefits that are detailed above.
- Employment is not stated for a period and there are no contractual limitations on the termination of employment. The CEO or direct manager can, at any time, terminate this position with or without cause or notice. If the employee elects to resign from the position, he or she may do so at any time but must provide a minimum of two weeks' notice to the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The specific functions of the Development Coordinator will cover a wide scope of activities and is not limited to below. The duties, tasks, and responsibilities below serve as a general view of what is commonly expected in the job description of the Development Coordinator.

- Has a clear understanding of the company vision, mission & core values and utilizes the V/TO (organization to explain what this is and provide proper training).
- Monitors the progress of the planning and execution of each task that has to do with development and reports to direct manager weekly.
- In partnership with Internal Development team, establishes goals, objectives, and strategies for fundraising. Track's progress and strategizes to meet goals.
- Fostering long-term partnerships that will support our mission.
- Build and maintain relationships with existing donors.
- Ensure accurate CRM database input, reporting, and utilization.
- Build relationships with current donors, organizations, and corporations and identify new relationship opportunities.
- Attend fundraising outreach events, community events, special events, as needed.
- Track donor recognition activity.
- Ensure timely acknowledgement of gifts.
- Perform other duties as requested.
- Brings innovative new ideas to the table while encouraging the team to do the same.
- Excellent communication skills.
- Great interpersonal abilities.
- Must always possess good leadership qualities.
- Must have good organizational, analytical, and coordinating abilities.
- Ability to work as part of a team and lead a team.
- Excellent problem-solving abilities.
- Must be creative and able to prioritize tasks in the face of many challenges.
- Must support leadership team in Company Expansion plans including adding big picture ideas to help the organization grow and succeed.

QUALIFICATIONS

- Minimum two years relevant experience (internships included)
- Comfort with multi-tasking in a deadline-driven environment
- Proficiency with Microsoft Office
- Strong written and verbal communication skills
- Excellent time management skills
- High level of organization and attention to detail

JOB REQUIREMENTS

- Operating vehicle that is always available for use during business hours, after hours meetings & event & team retreat travel.
- Valid Driver's License
- Valid vehicle insurance
- You consent to the use and reproduction of photographs, films, videotapes, interviews, and information about you/your child taken by and for Sky High and/or its agents or persons authorized by them for use in news stories, publicity, promotion, public awareness, and fundraising. You also agree that such uses may include internet posting or other publication in other media by celebrities and corporate supporters. You will not receive a payment for any such use.
- Candidates must be physically able to perform duties including frequent lifting to 25 pounds, bending, reaching

CEO EXPECTATIONS: GUIDING PRINCIPLES

- Do not assume- ask questions to ensure accuracy.
- Pay attention to detail, proofread all work.
- Be proactive: do the work needed to get ahead.
- Solution driven; research and/or team collaboration must be performed to present a solution before closing the door on a subject.
- Transparency; open and honest communication
- Positive mindset and attitude
- Teamwork and team collaboration
- Communicate
- Desire to grow personally and professionally and as a company.

SPECIAL JOB CHARACTERISTICS

- The Development Coordinator must be able to deliver the roles and responsibilities consistently in a fast-paced, demanding environment, where accuracy, attention to detail, and responsiveness are key to success of the organization.
- The Development Coordinator must be exhibit flexibility and be able to work in an environment that may require irregular working hours to support after hours meetings and designated Sky High's events.
- The Development Coordinator must respond timely to emails, and requests within a 24–48-hour period; if on vacation, an out of the office reply must be set and directed to Direct Manager.
- The Development Coordinator must maintain open and honest communication, have a passion for servant leadership, exhibit personal humility, professional courage, and support the core values of the organization.
- The MCP must maintain open and honest communication, have a passion for servant leadership, exhibit personal humility, professional courage and support the core values of Sky High.
- Be able to learn through on the job training and retain information quickly.