

AN OPPORTUNITY TO JOIN A GREAT TEAM!

JOB TITLE: DEVELOPMENT COORDINATOR
DEPARTMENT: DEVELOPMENT
REPORTS TO: DIRECTOR OF DEVELOPMENT
CLASSIFICATION: FULL TIME

ABOUT USDAN:

Usdan opens up a world for children to joyfully express their creativity and develop their artistic skills. Each summer, Usdan brings professional teachers and artists — actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists — to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, develop personal independence, and have fun, alongside their art making.

POSITION SUMMARY:

Located in a forested 140-acre oasis that parents and students describe as “magical,” and “transforming,” Usdan’s mission is to invite people of all ages to experience the natural beauty of our campus and the transformative power of the arts. We are looking for a creative, enthusiastic, forward-thinking individual to help us realize this mission and contribute their unique skillset to our team.

Reporting directly to and working closely with the Director of Development, and in service of the organization and its mission, the Development Coordinator will increase philanthropic giving through the strengthening and expansion of Usdan’s annual fund, major donor portfolio (individual, institutional, and corporate), as well as fundraising and cultivation events. As the Development department maintains and grows its philanthropy pipeline, the Development Coordinator will be a critical member of the team at all phases including research/prospect identification, solicitation, and stewardship.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct research on prospective and current donors
- Support the Director of Development in donor cultivation, solicitation, and stewardship including creating related materials tailored for the donor engagement pipeline
- Support the Director of Development and other key staff in planning and executing fundraising events
- Assist in the development of annual fund materials including writing appeals, crafting social media strategies, and drafting copy for Usdan’s website and other digital and printed collateral; Collaborate with the marketing team on all appeal and event material design and website integration as appropriate



- Lead the timely production and mailing of donor acknowledgement and thank you letters
- Manage relationships with external consultants and vendors as needed to perform job functions
- Collaborate with the Director of Development to project annual individual giving, annual fund, and event revenue goals and track progress towards these goals
- Schedule meetings, manage communications, and maintain donor records; Manage CRM database and ensure timely, exceptionally organized record-keeping
- Provide administrative and operational support as needed
- Attend professional development opportunities, trainings in administrative procedures, and safety trainings as required

JOB REQUIREMENTS:

QUALIFICATIONS:

- Minimum 3 years of professional experience in the nonprofit sector
- Strong interest in professional growth, learning and advancing one's skills, and positively contributing to Usdan's mission and development goals
- Proactive, mission-driven, results-oriented individual with a strong ability to prioritize and manage simultaneous projects to completion on time
- Demonstrated experience and skill in grants and donor management, fundraising evaluation and reporting, and use of database systems
- Demonstrated success in building relationships across teams, partners, and individuals at all levels
- Ability to synthesize, analyze, and present information and outcomes clearly and effectively
- Strong writing, analytical and verbal communication skills
- High level of organizational skills and attention to detail
- Must complete New York State required trainings, including but not limited to a Sexual Harrassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.
- Must be fully vaccinated against COVID-19, and if eligible as defined by the CDC, have received a COVID-19 booster shot, before the first day of the camp season.

HOURS & LOCATION:

- September through May: Monday-Friday hybrid 2-day in office/3-day work from home schedule with flexible shift between the hours of 8am and 6pm. Workdays are at least 8 hours with the possibility of additional hours based on business needs. The hybrid work schedule is subject to change as business needs evolve. Usdan will provide as much advance notice as possible.
- June through August: Monday-Friday in office 5 days per week.
- Year-round: Some evening and/or weekend work for development and outreach events required.

COMPENSATION AND BENEFITS:

- The salary range for this position is \$50K-\$60K, dependent on experience.

- Usdan offers various benefit plans for employees and their families, including but not limited to medical, dental, vision, retirement, and flexible spending. Usdan summer camp tuition discounts for school aged dependents of faculty.
- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.

TO APPLY:

- Please apply through our online application: <https://www.usdan.org/employment>
- PDF files are preferred attachments. No phone calls please.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.