

**Howard Area Community Center Annual Fund Coordinator**  
**Rogers Park, Chicago**  
**howardarea.org**

The Annual Fund Coordinator will grow individual giving at Howard Area Community Center through Direct Mail Appeals, Events, and Stewardship. The ideal candidate will have 2 to 4 years of experience working in fundraising. They will have experience with direct mail appeals, fundraising event planning, a donor CRM database, and an understanding of the fundraising cycle and “donor pipeline.” Exceptional abilities in writing, speaking, and building real relationships are critical for success in this position.

You will join a supportive and collaborative team. HACC’s Development Department is committed to building a culture of transparency and respect among staff, donors, volunteers, and participants. You will be joining a department that is focused on getting the basics done right and trying new strategies when our capacity allows for it. The team is working to bring an understanding of social justice into the practice of fundraising. We hope the new coordinator will help move this forward.

You will work side by side with the Director of Development to strategize about individual donors, overall fundraising strategy and goals, vision for fundraising events, and data management. You will have the support of a Communications Coordinator for design and content needs. You will work closely with the Partnership Coordinator on individual volunteer/donor strategy and fundraising opportunities for organizations.

**Breakdown of Annual Fund Coordinator Job:**

Focus on Individual Fundraising (up to \$1,000)

**Donor Strategy**

- Ensure all Annual Fund donors are thanked, stewarded, and ‘asked’ appropriately and correctly
- Identify potential major donors in the Annual Fund pool

**Direct Mail Appeals**

- Coordinate two annual mailings (Year End and Spring Appeals)
- Manage Mailing Lists
- Strategize about and manage donor segments
- Strategize with Partnerships Coordinator on prospects
- Work with Coms. Coordinator on design and content
- Work with Executive Director and Board members as needed

**Fundraising Events**

- Manage Invite Lists
- Work with Coms. Coordinator to create Save-the-Dates and Invites
- Coordinate Event Logistics

- Create Donor Recognition opportunities
- Work with Executive Director and Board members as needed

**Data Entry and Management**

- Acknowledgement Letters
- Tribute Recognition
- Gift Entry
- Individual Donor Information entry and upkeep

And of course it wouldn't be a non-profit job unless we listed the classic: Other duties as assigned.

**What we're looking for:**

**Required:**

- Experience working in the nonprofit sector
- Understanding of the fundraising process
- Commitment to supporting the mission of Howard Area Community Center

**Preferred:**

- Master's Degree or equivalent experience.
- 2 to 5 year of experience in fundraising
- Experience with direct mail appeals, fundraising event planning, a donor CRM database, and an understanding of the fundraising cycle and "donor pipeline"
- Exceptional abilities in writing, speaking, and building real relationships are critical for success in this position
- Ability to work independently and collaboratively
- Proven excellent stewardship skills including follow through and extreme attention to details

**Salary Range:** \$33,000 to \$40,000

**To Apply:**

Please submit a cover letter, resume, and 1 to 2 page writing sample to Elizabeth Ulion, Director of Development, at [eulion@howardarea.org](mailto:eulion@howardarea.org). Phoning or dropping by will disqualify you for the position.