



Atlanta
BeltLine
Partnership

Atlanta BeltLine Partnership Development Coordinator Position Description

About the Atlanta BeltLine Partnership

The Atlanta BeltLine is a sustainable redevelopment project that is among the largest, most wide-ranging urban revitalization programs currently underway in the United States. The project is creating a 22-mile loop of public parks, multi-use trails and transit along a set of historic railroad corridors.

The Atlanta BeltLine Partnership **enables** the Atlanta BeltLine project by raising funds from the private sector and philanthropic community, **engages** the public through programming and outreach, and **empowers** the residents of the 45 Atlanta BeltLine neighborhoods through targeted partnerships in the areas of health, housing and economic opportunity.

Position Summary

Reporting to the Director of Partnerships and Development, the Development Coordinator will provide support for operational fundraising efforts including the Annual Campaign and the Membership Program. This post will work closely with the Development Manager on gift acknowledgement and membership benefit fulfillment, as well as other duties. The Development Coordinator is responsible for sponsorship and event support and assistance with general office management as needed.

Job Responsibilities

Membership/Annual Fund:

- Support Development Manager with membership benefit fulfillment
- Assist with gift acknowledgement management and process
- Assist Development Manager with annual fundraising solicitations such as mailings and communications
- Upkeep of data entry/database cleanup and maintenance

Sponsorship:

- Manage in-kind sponsorship donations (bus tour snacks, post-race nourishment, silent auction, etc.)
- Assist development team in tracking sponsorships and grant proposals
- Assist development team in administering sponsor promotional benefits

Events:

- Manage third party fundraiser events with Development Manager
- Support for cultivation/stewardship activities such as partner tours, receptions
- Support for annual events as it relates to fundraising initiatives

Office Support:

- Manage merchandise program in coordination with Office Manager
- Support for the Board of Directors and Atlanta BeltLine 67—administrative duties as assigned
- Weekly reporting on programs (fundraising included)
- Working with the Program Manager and Office Manager, as needed, to support overall operations of the Partnership

Skills and Abilities

The ideal candidate will display the following skills and abilities:

- Attention to detail
- Strong organizational skills
- Ability to meet deadlines
- Ability to work independently and make well-reasoned decisions



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- Ability to work effectively despite interruptions
- Ability to learn and follow processes and procedures
- Initiative to resolve problems, recommend improvements, and implement solutions
- Self-awareness and receptivity to constructive feedback
- Familiarity and comfort with office machines and equipment including fax, postage meter, copier, calculator, computer work-stations, telephone system, voice mail systems, transcribing equipment, etc.
- Ability to learn and adapt to new technology that supports office and program administration
- Ability to meet and deal with the public and staff in a pleasant and courteous manner
- Proper telephone etiquette
- Excellent written and verbal communication skills (English), including correct grammar and spelling
- Positive, friendly, team oriented attitude
- Ability to maintain and protect confidential information
- Knowledge of and passion for the Atlanta BeltLine project

Position Requirements

- Bachelor's Degree or higher
- 2-3 years of relevant professional experience in development at a nonprofit organization
- Proficient use of Microsoft Office Suite (Word/Excel/PowerPoint/Outlook) and general comfort level with computer software
- Strong professionalism, interpersonal skills, and telephone manner to represent the Atlanta BeltLine Partnership well at all times
- Ability to lift up to 25 pounds
- Availability to work weeknights and weekends as needed

Salary and Benefits

- Expected salary is between \$30,000 and \$35,000, commensurate with experience. The Atlanta BeltLine Partnership offers health insurance benefits and a retirement plan.

How to Apply

- Cover letter and resume should be saved as a pdf with the file name yourlastname_abp.pdf (e.g. Smith_abp.pdf) and sent to work@atlblp.org

The Atlanta BeltLine Partnership is an equal opportunity agency and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status, sexual orientation, or any other basis prohibited by federal, state or local law. Please let the Atlanta BeltLine Partnership know if you need a reasonable accommodation in order to perform the essential functions of the position.