



### **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 the 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 Overview**

**Title:** Development Coordinator

**Department:** Programs

**Reports to:** Director of Corporate Partnerships & Individual Giving

**Employment Status:** Full time

The Development Coordinator will play a vital role in the Atlanta BeltLine Partnership's (ABP) efforts to achieve the annual individual giving fundraising goals. Working with the Director of Corporate Partnerships and Individual Giving, the Development Coordinator will work semi-independently to provide day-to-day operational support, coordination, and oversight of all aspects of the individual and family foundation giving strategy and programmatic activities, including donor research, communication, stewardship, and donor data management.

The ideal candidate will enter the position with nonprofit and data management system experience. They will have experience with annual campaigns, enthusiasm, and new ideas for engaging existing and new donors, and an understanding of the donor pipeline, and demonstrated ability to create and streamline processes and implement the strategies to engage existing and new donors to further the mission and goals of ABP.

### **Key Responsibilities**

- Coordination of all areas of individual giving, including:
- Cultivating and nurturing relationships with current and potential donors
- Inputting donations into ABP's Salesforce CRM system
- Managing the donor acknowledgment process, including supporter benefit execution
- Managing donor communication, donor cultivation events and activities
- Maintaining and updating ABP's Salesforce CRM system
- Participating in the planning and execution of giving campaigns
- Participating in fiscal year budget planning and tracking
- Maintaining the Beltline Shop and the print-on-demand platforms
- Working cross-functionally with ABP team members to ensure that individual giving efforts are supported and adequately communicated

### **Education and Experience**

- Associate Degree or higher
- Must have a minimum of 1 year of demonstrated experience in nonprofit development
- Must have experience working with donor databases or CRM systems, Salesforce a plus
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to think strategically
- Strong organizational and people skills and displays a high level of professional maturity with a commitment to confidentiality.
- Demonstrated event-planning/management skills
- Must be flexible and able to prioritize deliverables in changing work environment
- Must be flexible and able to work independently and prioritize the workload with varying levels of complexity within the approved scope and schedule.
- High energy, positive, "can do" attitude, flexibility, teamwork, and attention to detail.
- Must have proven proficiency and experience in Microsoft Office Suite, Adobe Acrobat, and Video conferencing

This position can operate mostly remotely on a Monday - Friday schedule, with at least one day per week at the Atlanta BeltLine Partnership offices meeting with ABP staff and Manager. Weekend work may be required.

### **Compensation & Benefits**

A competitive salary based on experience and qualifications, with health, dental, vision, and life insurance. A 401(k) plan is also available.

We offer a collaborative, fast-paced environment where you will get to build relationships with community and corporate leaders while knowing you are helping improve Atlanta's quality of life.

To apply, email resume and cover letter to [work@atlblp.org](mailto:work@atlblp.org).

*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 Atlanta BeltLine Partnership know if you need a reasonable accommodation in order to perform the essential functions of the position.*