



**Position:** Development Coordinator

**Reports to:** Director of Development

**Salary:** Starting \$55,000 - 58,000, commensurate with experience

**Benefits:** 100% Health (medical, dental, vision) insurance, life insurance, abortion coverage, retirement plan, unlimited PTO (with a 3-week minimum), paid family and medical leave, education benefit and professional development opportunities, hybrid work community, remote work reimbursement

**Status:** Full time exempt

**Location:** St. Louis

### **Organizational Overview:**

In 1969, the Committee for Legal Abortion in Missouri formed with the goal of “persuading our legislators to respond to the people’s wish for a more liberal abortion law.” Over the following decades, our name would change several more times, including when Pro-Choice Missouri disaffiliated from NARAL Pro-Choice America in 2021, and when we rebranded to Abortion Action Missouri in 2023, but our work would not. Abortion Action Missouri’s mission is to foster and sustain a Midwest movement for control of our bodies, lives, and futures. We envision a world with stigma-free abortion access and reproductive freedom for all. With 60,000+ members, we are the leading statewide organization working exclusively on reproductive rights issues.

### **General Role Description:**

Abortion Action Missouri seeks an organized, enthusiastic, and detail-oriented person to fulfill the role of Development Coordinator. The role of the Development Department is to cultivate, solicit, steward, engage, and grow AAM's donor-base to ensure we have the needed resources to carry out our mission; now, and for years to come. We approach Development as a relational, not transactional, process – we are not simply raising funds; we are developing and deepening relationships with supporters (individual, foundation, corporate, etc.) on an ongoing basis to ensure a sustainable future for our organization. With that, the Development Coordinator will play a critical role in supporting all Development Department functions; including but not limited to: gift processing and acknowledgements, database management, event logistics, grants support, and donor communications.

### **Responsibilities:**

- Process donations to AAM and produce/send acknowledgement letters
- Manage the donor database to ensure data is accurate and up-to-date, and pull requested lists and reports for communication, outreach, solicitation, cultivation/stewardship, and reporting purposes
- Assist with the preparation of reports for Development Committee and Boards of Directors
- Manage logistics for AAM’s annual Gala & Auction (including, but not limited to: registration process and guest list, sponsor outreach and communication, placing orders,

silent auction support, setting up and leading turnout phone-banks, coordinating with event venue and vendors as needed, and volunteer coordination)

- Manage logistics for other fundraising events such as the annual major donor brunch, and annual PAC dessert auction
- Assist with grants; including: keeping the grants tracking spreadsheet updated on an ongoing basis, adding proposal and reporting deadlines to the calendar, saving award letters to the shared drive, and contributing to grant proposal content
- Work with Development Director and Communications Manager on regular fundraising emails
- Assist in the production of direct mail campaigns
- Other duties as needed

### **Qualifications:**

- Commitment to liberated abortion access and reproductive freedom
- Strong organization skills
- Strong verbal and written communication skills
- 1-2 years previous nonprofit development experience preferred
- Previous event planning experience preferred
- Proficient with Microsoft Word, Excel, and PowerPoint
- Experience with or ability to learn Canva
- Proficient with Google Suite
- Experience with donor database software a plus (e.g. EveryAction, DonorPerfect, Blackbaud, Salesforce)
- Previous customer service experience a plus

### **Additional Information:**

- Applicants must be located in the St. Louis area to be considered for this position
- Abortion Action Missouri offers a hybrid remote/in-person work environment. Our office is located in St. Louis City; some in-person work required
- It is preferable for the person in this position to have access to a vehicle

**To apply: Submit a cover letter and resume to [jobs@abortionactionmissouri.org](mailto:jobs@abortionactionmissouri.org).**

**Deadline to apply is Sunday, December 1, 2024**

### **Hiring Timeline:**

- First interview invitations extended by Friday, December 13
- First-round interviews: January 6 - January 17
- Second-round interviews: January 21 - 28
- Reference checks completed by February 3
- Offer made by February 7
- Start date: Mid-February - early March

Abortion Action Missouri values and respects diversity in its many forms: race, ethnicity, national origin, ability, class, faith, age, gender identity, sexual orientation, and experience. We welcome a broad array of applicants. Inclusivity is important to our mission and daily work.

Abortion Action Missouri is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, age, sexual orientation, gender association, gender expression, marital status, military status or physical or mental disability.

The Abortion Action Missouri team is committed to protecting our team and our community. All applicants must be fully vaccinated against Covid 19. Reasonable accommodations will be considered.

*THIS JOB DESCRIPTION IS NOT INTENDED TO BE A COMPLETE LIST OF ALL RESPONSIBILITIES, DUTIES, OR SKILLS FOR THIS POSITION AND IS SUBJECT TO REVIEW AND CHANGE IN ACCORDANCE WITH THE NEEDS OF THE ORGANIZATION*

*[Data tells us](#) that men apply for a job when they meet only 60 percent of the qualifications, but women apply only if they meet 100 percent of them. So if you think you might be great for this position but don't think you meet all the qualifications, we encourage you to apply!*