



Development Coordinator

Full-time Employee

The Development Coordinator is responsible for leading Brightpaths' fundraising efforts by cultivating meaningful relationships with donors, businesses, foundations, and community partners to secure the financial resources necessary to advance the organization's mission. This full-time position develops and implements an annual fundraising plan, solicits corporate sponsorships and major gifts, oversees fundraising events, and strengthens donor engagement and stewardship.

As the organization's lead fundraising professional, the Development Coordinator serves as a strategic partner to the Executive Director, Board of Directors, and event volunteer committees to grow philanthropic support and diversify revenue. Through thoughtful relationship-building, donor stewardship, grant support, and community engagement, this position helps ensure Brightpaths has the resources to strengthen families and prevent child abuse across Northeast Georgia.

Brightpaths is looking for a relationship-driven, results-oriented professional who is passionate about connecting people with purpose. If you enjoy building lasting partnerships, inspiring generosity, and creating opportunities for others to invest in meaningful change, you'll have the opportunity to make a lasting impact in the lives of children and families throughout our community.

Brightpaths serves Clarke, Oconee, Oglethorpe, Madison, Jackson, Walton, and Barrow counties.

Essential Functions

Fundraising:

- Develop and implement Brightpaths' annual fundraising plan with a goal of increasing individual, corporate, and foundation giving by 15% each.
- Identify, cultivate, solicit, and steward individual, corporate, and foundation donors.



- Identify and secure new corporate sponsorships and community partnerships.
- Manage a portfolio of donor and prospect relationships through regular communication and cultivation.
- Prepare donor proposals, sponsorship packets, solicitation materials, and gift acknowledgments.
- Support grant strategy by identifying opportunities and collaborating with staff on grant applications and reporting.
- Apply for, track, and manage all private grants (non-government).
- Work closely with the Executive Director on major gifts and planned giving opportunities.
- Track fundraising progress and provide regular reports on fundraising performance to Executive Director and Board of Directors.

Events and Community Engagement:

- Oversee all fundraising events from planning through execution.
- Recruit, support, and manage volunteer event committees.
- Coordinate sponsorship fulfillment and donor recognition for fundraising events.
- Represent Brightpaths at community events, networking opportunities, and donor meetings.
- Work collaboratively with the Community Engagement Specialist to maximize community visibility and participation.

Donor Stewardship:

- Develop and implement a robust annual donor stewardship plan.
- Coordinate donor appreciation events and activities.
- Oversee production of the annual report and other donor communications.
- Ensure timely gift acknowledgments and maintain accurate donor records through a CRM (eg., bloomerang).
- Maintain the donor database and ensure data integrity for all annual, major, and planned gifts, including grants..
- Collaborate with the program staff to share stories that inspire donor investment and demonstrate impact.

Performance/Physical Requirements:



- Work is performed in both an office setting and throughout the community with regular local travel.
- Ability to work occasional evenings and weekends for fundraising events and donor activities.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Ability to build authentic relationships with donors, volunteers, board members, and community leaders.
- Ability to work independently while collaborating effectively with staff and volunteers.
- Ability to lift and carry up to 30 pounds for event setup as needed.

Qualifications:

- Bachelor's degree in relevant field.
- Minimum of **3 years of successful nonprofit fundraising, development, advancement, or sales experience.**
- Demonstrated success securing charitable contributions, sponsorships, or major gifts.
- Experience planning fundraising events and managing volunteer committees.
- Experience using donor database or CRM software.
- Excellent writing and presentation skills.
- Valid driver's license, reliable transportation, and proof of automobile insurance.
- Ability to pass a criminal background check.

Apply at **brightpathsathens.org/jobs**

For additional information, contact **info@pcaathens.org**.