



STEM to the Future Development Coordinator Job Description:

What is STEM to the Future?

STEM to the Future cultivates Black and Latinx youths' genius and supports them in creating liberatory communities through our three programs: Planting the Seed, Theory+Practice and For the Greater Good.

What sets us apart from other organizations is our focus on contextualizing skills with issues around justice and empowerment in our curriculum so that our students have the tools they need to create the change they want to see. We design all curriculum in-house, and with social justice built into the DNA of our organization, we deliver a unique curriculum that teaches justice, empathy, and social emotional learning. Students are provided opportunities to not only learn 21st century skills but learn about them in a way that centers their community, their culture, and themselves.

We are an early stage startup that is currently working with LAUSD, ICEF, Think Together, and more as we serve over 1,500 youth weekly. By joining our team now, you will be playing an instrumental role in creating a program that has the potential to revolutionize education.

STTF was started by an educator and someone who shares a deep passion for the youth and their capacity to do amazing things. We believe in a discovery and exploratory learning approach that exposes students to various STEAM fields and gives them the opportunity to see how they can use STEAM to uplift the community. We provide high quality instruction, and prioritize skills such as critical thinking, problem solving, communication, empathy, and creativity.

As technology continues to advance at rapid rates and our world becomes more digitized, we must ensure that all students are receiving an education that is preparing them to be change makers and leaders in the 21st century.

Role Description

We are seeking an organized, creative, radical and agile Development Coordinator to operationalize our fundraising and donor management systems and to support the Executive Director to meet STTF's annual fundraising goals, helping engage more donors in our liberatory education movement

The Development Coordinator will be responsible for accurately tracking and reporting STTF's progress against our annual fundraising goal, operationalizing our internal fundraising systems and structures, maintaining and taking ownership of our constituent data management (CRM) tool, and ensuring we are growing current and prospective donors' connection to and investment in STTF. As part of your role, you will craft compelling external communication and execute on logistics for current and prospective donor-centered events.

This position is an excellent way to gain exposure to nonprofit fundraising, communications, development operations, research, and event planning. The ideal candidate will enjoy building and maintaining systems, have a high-attention to detail, comfort with written and verbal communication, and strong project management skills. This is a newly created position and will report to the Executive Director. The Development Coordinator will also work closely with a fundraising consultant and our Board of Directors. There's room for internal growth as the person in this role has the potential to grow within the organization.



Responsibilities

Data Management

- Oversee timely and accurate processing of all gifts and payments (individual, foundation, corporate, event, partnership fees) made to STEM to the Future in compliance with internal systems and policies as well as relevant external rules and regulations
- Maintain data integrity of constituent relationship management database and files that include accurate external constituent information (background research, contact information, engagement records, communications and interactions, etc.) implementing and holding others accountable to data tracking systems across the team
- Manage reports, dashboards, and ad-hoc requests for database information that will allow the team to track progress to key metrics throughout the year

Fundraising Portfolio Growth + Support

- Execute against an annual fundraising plan, created in partnership with the Executive Director and a fundraising consultant, to cultivate and steward current and prospective donors
- Conduct prospect research on individuals, corporations, and foundations to grow our development pipeline
- Work alongside the Executive Director and fundraising consultant to create strategies for individual donors.
- Create materials for the Executive Director to prepare for funder and prospective funder meetings
- Use Classy to create and manage annual fundraising campaign pages
- Involve board members in annual fund strategies to expand impact and buy-in

Donor Stewardship

- Create content for and manage the distribution of the monthly alumni e-newsletter. Assists with other communications as needed
- Support logistics for inspiring events, school visits, and board meetings including: creating and compiling materials; involving staff, youth and speakers; and managing execution of internal and external follow-up
- Create a system that ensures all donors are acknowledged in a timely manner
- Work closely with the Social Media Manager to leverage the power of social media, internet presence, printed materials, and technology use to cross promote agency messaging
- Edit and refine welcome series communications for new donors
- Maintain and segment donor database in Classy

Prior Experience

- Familiarity with Google Workspace (Gmail, Sheets, Slides, etc)
- Experience with Constituent Relationship Management tools preferred
- Experience with constituent management preferred

Skills

- Highly organized with proven time management skills and experience creating efficient systems to juggle multiple projects simultaneously
- Exceptionally detail-oriented
- Strong written and interpersonal communication skills
- Ability to understand the needs of both STTF and the organization that is offering the funding opportunity
- Ability to articulate the organization's message to a broad range of constituents and the general public



- Excellent project management skills, with the ability to move multiple projects forward simultaneously
- Demonstrated success in delivering high-quality work product on a consistent, reliable basis in a fast-paced work environment with ambitious goals

Benefits and Salary

- Salary Range- \$60,000-\$65,000
- Medical and Dental Insurance
- \$1,000 learning stipend
- 4 day work week

This is a remote position but candidates will need to live in Los Angeles to assist with in person events and meetings. **Potential start date between Feb 27 and March 13, 2023**

How to Apply

Send an email to jacob (hire@stemtothefuture.org). In the subject write, Development Coordinator Application. In the email include the following:

- Your resume
- A written response to the following prompt: What is something unique to you that you would bring to the role if hired?
- Any questions you have for us