



Development & Special Events Coordinator

Full-Time | On-Site | Some Evenings Required

Reports to: President & CEO

Works Closely With: COO, Senior Director of Corporate Partnerships, Senior Development Manager

The Development & Special Events Coordinator supports the mission of Junior Achievement by managing donor recognition, supporting year-round stewardship coordination, implementing key fundraising and cultivation events, and ensuring consistent administrative systems across the development function. This full-time, on-site position plays a central role in donor engagement, event execution, data integrity, building-usage coordination, and organizational stewardship.

The ideal candidate is highly organized, detail-driven, proactive, and excels in a fast-paced environment with multiple internal and external partners.

Key Responsibilities (and other duties as assigned)

Donor Stewardship & Recognition

- Manage all donor recognition activities, including acknowledgement letters, giving-level recognition, and year-round stewardship coordination touchpoints.
- Coordinate all 1955 Society stewardship events, ensuring high-quality, mission-aligned experiences that deepen donor engagement.
- Support the Senior Development Manager in cultivating, stewarding, and retaining individual donors through personalized and systematic stewardship coordination.

Special Events Management

- Coordinate all Bowl-A-Thon activities in partnership with the Senior Director of Corporate Partnerships, including team registration, communications, logistics, and day-of execution.
- Assist with additional fundraising events, receptions, open houses, and donor gatherings to support stewardship coordination and revenue growth.
- Provide on-site event support, including evenings and occasional weekends.

Experiential Learning Center Rentals

- Serve as the primary coordinator for all Wang Experiential Learning Center rentals, ensuring a high-quality visitor and renter experience.
- Manage scheduling, contracts, building access, and communications with renters.
- Work closely with the COO to ensure the building is properly maintained, prepared, and aligned with stewardship coordination for partner usage.

Data & Systems Coordination

- Oversee all Salesforce usage for the development team, ensuring accurate data entry, reporting, dashboards, and stewardship documentation.
- Coordinate apps, databases, and technology systems that support donor engagement, event registration, fundraising operations, and stewardship coordination.
- Ensure accurate donor and event data for reconciliation, forecasting, and outcomes reporting.

Board Support

- Coordinate all Board of Directors meeting logistics, including scheduling, communications, materials preparation, minute-taking, and meeting setup.
- Provide support for board committees as needed, reinforcing stewardship coordination with leadership-level volunteers.

The Development & Special Events Coordinator will be measured on the following organizational outcomes:

1. Strengthened Donor Stewardship Coordination & Retention

- Timely and accurate acknowledgement of all gifts.
- Increased donor satisfaction based on event surveys and stewardship touchpoints.
- 1955 Society retention and engagement strengthened through high-quality stewardship coordination.

2. Successful Execution of High-Impact Events

- Bowl-A-Thon meets or exceeds participation and revenue benchmarks.
- Donor cultivation events result in measurable increases in giving, engagement, or pipeline momentum.
- Events consistently reflect JA values, branding, and excellence.

3. Increased Building Utilization & Positive Rental Experience

- Growth in revenue from Wang Experiential Learning Center rentals.
- High renter satisfaction reflected through feedback and repeat usage.
- Space managed with professionalism, efficiency, and exceptional stewardship coordination.

4. High-Quality Data Integrity & Reporting

- Salesforce - maintains accuracy in donor and event records.
- Development dashboards and reports kept updated for CEO, COO, and Board use.
- Data systems effectively support stewardship coordination and fundraising strategy.

5. Enhanced Board Support & Leadership Engagement

- Board meetings executed smoothly, with timely materials and clear communication.
- Board members report feeling informed, supported, and stewarded.
- Committee needs met with consistency and professionalism.

Qualifications

- Bachelor's degree or equivalent experience preferred.
- Minimum 2+ years of experience in fundraising, stewardship coordination, event planning, nonprofit administration, or related field.
- Strong organizational skills with exceptional attention to detail.
- Demonstrated comfort in a deadline-driven, mission-focused environment.
- Experience with CRM systems (Salesforce preferred).
- Excellent written and verbal communication skills.

- Ability to work evenings for special events as needed.
- Professional, friendly, and donor-focused demeanor.

Work Environment

- Full-time, on-site role.
- Evening work required for special events and occasional weekend support.
- Collaborative team culture driven by mission, stewardship coordination, and community partnerships.

Submit all applications and inquiries to Leigh Mansberg lmansberg@jamemphis.org