



Part-time Development Coordinator Position Announcement

Diaper Train seeks a Part-Time Development Coordinator. Diaper Train has been serving families in Wake County since 2011 and has distributed over 6.4M diapers since its founding. With a mission to provide diapers, thus equipping families with a necessary tool to increase their mental and physical health and wellbeing, Diaper Train believes that a diaper CAN change a life.

One in two families will have to make the difficult decision between purchasing food or diapers.

Job Responsibilities

- Collaborate with the Executive Director to develop strongly positioned funding proposals and plans that can be marketed effectively to individuals, corporations and foundations for program funding
- Deliver high-quality, well-positioned grant proposals that optimize and recruit viable funding opportunities to assist Diaper Train in reaching its financial goals
- Prioritize grant applications and collaborate with the Executive Director and other subject matter experts to ensure alignment of funding opportunities with strategic priorities
- Track grant proposals and report progress to Board of Directors at bi-monthly meetings
- Work with the Executive Director to identify new potential funding resources and new opportunities
- In conjunction with the Executive Director, work with Marketing Communications to develop annual reports, end of year reflections and program one-pagers that can be shared with various funders
- Assist in planning and execution of fundraising meetings and mailings
- Create donor report for Board of Directors at bi-monthly meetings
- Support the team in the execution of other fundraising-related activities as needed
- Record and track all contributions in Diaper Train database system (DonorPerfect)
- Reconcile Development records with Finance Director
- Utilize the database to pull relevant reports and lists and to fulfill donor obligations
- Oversee Diaper Train individual donor stewardship plan that includes acknowledgement, tax receipts and recognition aligned with donor giving
- Play a supportive role in all year-round execution of fundraising events

Qualifications

- Fundraising and grant writing experience, preferably in the non-profit community
- Database management experience, preferably in DonorPerfect
- Highly organized, reliable and able to work independently
- Solid writing skills
- Proficient in Microsoft Word, Excel and Google applications

Expectations & Compensation

Hourly rate for 10 to 15 hours per week commensurate with experience. Office and free parking available.

Application Process

To apply, please submit a resume, cover letter, and references to jobs@diapertrain.org by Friday, March 1, 2024.

Diaper Train is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.