

## **Job Description**

### **Development Coordinator (New York) – Part Time**

#### **Summary**

Under the direct supervision of the Executive Director of the Abraham Lincoln Brigade Archives (ALBA), the Development Coordinator will be responsible for managing all fundraising campaigns and preparing applications to relevant foundations and grant making bodies. The Development Coordinator will also work closely with the ED, the Chair, and other members of the team in conceiving, researching and developing creative approaches to fund development. This is a new position in a well-established and growing nonprofit.

#### **Functions**

- Develop a fundraising strategy that will deliver in line with organizational planning;
- Assist the ED in identifying and developing creative avenues for fund development;
- Coordinate ALBA's fundraising campaigns;
- Conceive, compose and edit high-quality narratives tailored to a variety of audiences and formats;
- Maximize income from a range of different sources including major donors, individual giving campaigns, foundations and corporate fundraising;
- Together with the ED and staff, develop and manage relationships with existing and new donors, including current and prospective members of the Board of Governors;
- Offer a basic level of advice, ideas and best practices on fundraising to the Board;
- Expand the organization's individual donor-base;
- Prepare regular information reports in respect of all aspects of the organization's fundraising activity, including performance against income generation targets, for the ED and the Board;
- To research, test and, where appropriate, develop new fundraising ideas and opportunities for income generation.

#### **Required qualifications and experience**

Candidates must demonstrate successful professional experience in developing and implementing a fundraising strategy, success in engaging individuals, as well as a track record of delivering significant income growth and achieving income generation targets across a number of different fundraising areas. Candidates must demonstrate excellent communication skills, both oral and written, supported by a strong ability using technology tools.

The ideal candidate should be a persuasive writer, with expert copy editing skills and command of grammar, spelling and word usage; strong organizational, analytical, critical thinking and problem-solving skills; ability to take independent ownership and drive responsibilities through to completion. Experience working in fundraising with the American left is a plus.

Knowledge of twentieth-century US and/or the Spanish Civil War is preferred, as is a familiarity with the broad constituency of which ALBA is a part.

#### **Compensation**

This is a part-time position of 16h/week. Hours will increase with time. Days and times are to be agreed with the ED. The position is subject to an initial six-month review and thereafter to an annual review. After the initial six month period, the incumbent will be eligible to prorated benefits.

Founded in 1979 by the Veterans of the Abraham Lincoln Brigade and a small group of scholars, the Abraham Lincoln Brigade Archives (ALBA) is an independent, nonprofit educational organization devoted to education people about our country's progressive traditions. ALBA oversees the largest US collection of historical sources relating to the Lincoln Brigade; organizes educational and cultural programs exploring the legacies of the men and women who participated in the Spanish Civil War; publishes a quarterly magazine; and grants an annual Award for Human Rights Activism. ALBA seeks to preserve the legacy of the progressive activism of the Abraham Lincoln Brigade as an inspiration for present and future generation to work conscientiously and effectively toward a better and more just society.

**How to apply**

Interested candidates should email their resume and cover letter to [info@alba-valb.org](mailto:info@alba-valb.org) with the subject line "Development Coordinator"

Applications are due no later than October 15<sup>th</sup>, 2012.