

JOB ANNOUNCEMENT

Development Coordinator (Part-Time, Houston)

About Brighter Bites

Brighter Bites is a nonprofit with the mission of creating communities of health through fresh food, with the ultimate goal of changing behavior among underserved children and their families to prevent obesity and achieve long-term health. Brighter Bites operates a three-pronged, evidence-based elementary school, preschool, and summer camp program that simultaneously targets food access and food literacy to positively change families' eating habits and dietary behaviors. To learn more about Brighter Bites, please visit <https://brighterbites.org>.

Role

Brighter Bites is seeking an innovative, motivated, highly organized, and mission-focused Development Coordinator to join our rapidly growing team. This brand new role will be a core part of Brighter Bites' development team, helping conceptualize and implement fundraising strategies to sustain our organization and fuel its growth. The Development Coordinator will report to the Director of Development and assist in all aspects of fundraising, including special events, identification and cultivation of individual donors, development database management, grant writing, prospect research, stewardship of current donors, impact reporting, and other responsibilities. The ideal candidate must be able to work efficiently and with a positive attitude and attention to detail in an environment that requires adaptability to shifting priorities, a sense of urgency, and a commitment to excellence.

Essential Duties and Responsibilities

- Manage the Salesforce database and carefully track, acknowledge, and report gifts and prospects, including data entry and analysis.
- Draft and create donor correspondence for CEO and Director of Development related to invitations, meeting requests, and solicitations.
- Assist with all appeals including maintaining lists, creating materials, and processing direct mail and email campaigns.
- Support all special events including planning and logistics, correspondence, communications, and follow up.
- Conduct research to identify individual, corporate, and foundation prospects.
- Steward and strengthen Brighter Bites' relationships with existing donors through regular communications and individualized cultivation strategies.
- Play a leading role in creating and submitting grant proposals, including coordinating with responsible staff for implementing grants.

- Keep track of award letters, reporting deadlines, successful grant implementation, and coordination of final reports.
- Coordinate site visits and volunteer opportunities with individual, corporate, and foundation partners and prospects.
- Facilitate timely collection of data and resources from key program staff to develop proposals, stewardship and income reports.
- Other duties as assigned.

Requirements

- Bachelor's degree or equivalent. A minimum of 1-2 years of experience in nonprofit or political fundraising.
- Salesforce training strongly preferred.
- Experience in donor and prospect research.
- Passion for the mission of Brighter Bites.
- Ability to handle relationships with stakeholders and donors with tact, maturity, and professionalism.
- Ambitious work ethic and ability to work both autonomously and as part of a cross-departmental team.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

To apply, please send resume and cover letter to
megan.gayle@brighterbites.org
with “Development Coordinator” in the subject line.