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www.transcen.org

Fundraising/Development Coordinator

TransCen, Inc. - Rockville, MD

Looking for more than just a job? Want to make a difference in the lives of individuals with disabilities? Join our team at TransCen!

TransCen, Inc. is a 501(c)(3) organization that is dedicated to the advancement of meaningful work and community inclusion for individuals with disabilities. We are a small, but impactful organization consisting of go-getters and innovators who are determined to make a positive change!

We are looking for a mission driven Fundraising/Development Coordinator to help raise additional funding for the organization. In this role, you will be working out of our headquarters in Rockville, MD (by the Twinbrook Metro), and across teams and projects, as well as independently.

Type of Position

Part time, 25-30 hours a week

Requirements

Primary

- Devise, execute, and carefully monitor a strategy to cultivate and retain donors (i.e., clients, their families, employers, partners, Chamber of Commerce, friends and community) with the ultimate goal of increasing both the amount of money raised as well as the number of donors for TransCen
- Identify and engage prospective donors with leadership potential to grow the culture of philanthropy
- Create a fund development plan to include outright major gifts and grant writing to meet established fundraising goals
- Identify and build a donor database system for the organization
- Research and developing proposals for funding
- Provide leadership, planning, management and evaluation for the Development program to ensure budget and engagement goals are met
- Engage with prospects and donors and help develop key best practices for staff and Board to use in direct engagement
- Manage work calendar, timelines, and milestones; monitor progress toward goals; prepare regular reports for the President

- Participate in activities and events including dinners, receptions and other donor cultivation initiatives
- Regular correspondence to donors, sponsors and recipients of foundation grants
- Help with coordinating event from conception to execution
- Exceptional research and writing skills with demonstrated success developing proposals for funding

Other

- Working knowledge of Windows, MS Office, Adobe PDF and Google Suite
- Valid driver's license and car insurance with reliable transportation
- Ability to time manage, multitask and prioritize workload
- High-level verbal and written communications skills, possessing the ability to influence and engage a wide range of contributors
- Discretion and confidentiality
- Ability to synthesize information and communicate in a succinct manner
- Demonstrated ability to think critically, creatively problem solve, and use data analysis for sound decision making
- Disciplined self-starter who can set and achieve goals
- Ability to work independently and as an effective member of a team

Major BONUS Points If You Have...

- Experience working with disability organization
- Familiarity with social media
- A passion for improving employment outcomes for people with disabilities

Education and Experience Requirements

- Minimum of 3 years of development, fundraising, sales and/or outreach work experience
- Bachelor's degree, but Master's degree or Certified Fund-Raising Executive (CFRE) is preferred

Perks in Working for Us!

- Medical, dental and vision benefits
- Retirement contribution
- Group life insurance
- Parking included
- Generous vacation and sick leave
- You can bring your dog to work!

To apply, please send a cover letter and your resume to hr@transcen.org

TransCen is an equal opportunity employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.