



DEVELOPMENT & ASSISTANT PROGRAM COORDINATOR

REPORTS TO:

Development & Communications Manager / Program Coordinator

ABOUT US:

Little Lights recently celebrated 30 years of ministry in under-resourced communities in Washington, DC, particularly focusing on empowering residents of communities in Southeast DC. Little Lights is a community faith-based organization offering academic tutoring, one-to-one mentoring, and spiritual programs for kids, workforce development programs for teens and adults, and anti-racism training.

JOB PURPOSE:

The Development & Assistant Program Coordinator is an important role at Little Lights working directly with the Development and Communications Manager and Deputy Director to coordinate development activities as well as assisting in coordinating youth programs.

DUTIES AND RESPONSIBILITIES:

- Assisting with Events Management
 - Assisting and coordinating with the Executive Director and the Development & Communications Manager to execute fundraising events each year including online and in person events. Responsibilities include data management, acknowledgements, managing guests, and coordination of details for a clean, smooth, successful event.
- Communications and Marketing
 - Drafting and sending regularly scheduled emails and online fundraising campaigns
 - Drafting and posting blog pieces
 - Drafting and posting social media pieces
 - Drafting and maintaining a communications and development calendar
 - Drafting and editing content for the annual report
- Technology and Software Support

- Managing donation pages for fundraising campaigns
- Sending out e-news and other emails through Mailchimp
- Updating of information on WordPress website
- Coordinating Direct Mail and Donor Acknowledgements
 - Writing direct mail letters and using a vendor to mail out letters
 - Generating annual giving statements
 - Hand-writing thank you notes to donors
 - Assigning donor acknowledgment tasks to other staff members
- Donation Processing
 - Keeping accurate records of donations received
- Assistant Program Coordinator
 - Supports Program Coordinator at year-round youth programs

PREFERRED QUALIFICATIONS:

1. Bachelors degree preferred but not required
2. Exceptional organizational and administrative skills
3. One to two years fundraising experience is preferred
4. One to two years event management experience is preferred
5. Excellent writing and communication skills
6. Proficiency in Microsoft Office/Google Suite
7. Experience in Bloomerang, MailChimp, and Adobe Creative Suite software desired
8. Experience with social media platforms desired, i.e. Facebook, Instagram, etc.
9. Experience with WordPress desired
10. A high degree of professionalism
11. Comfortable in a faith-based environment
12. A clean driving record
13. Patience and ability to manage underserved student
14. A heart for serving underserved youth and families in Washington, DC

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The Development and Assistant Program Coordinator will be expected to work occasional evening and weekend hours in conjunction with special events, and may be asked to carry materials for events and around the office.

During the school year, this position typically allows for one work day from home per week. During summer programs, this position requires in-person work 5 days per week.

SALARY & BENEFITS:

\$58,000 - \$68,000/year

Full health insurance

Very generous holiday, vacation, and personal leave

START DATE:

As Soon As Possible

LOCATION:

760 7th Street, SE, Washington, DC 20003

HOW TO APPLY:

Please email a cover letter and resume to admin@littlelights.org. Include "Development and Assistant Program Coordinator" in the subject line. No phone calls please.