

**Graywolf Press seeks an organized, detail-oriented, and collaborative person with some fundraising experience for the position of Development Coordinator.**

Graywolf Press is a nonprofit publisher of fiction, nonfiction, and poetry, including work in translation. We aim to publish books and authors that foster new thinking about what it means to live in the world today. We publish thirty to thirty-five books each year. Our seventeen-person staff is based in Minneapolis, Minnesota.

The Development Coordinator will report to Graywolf's Managing Director, Leslie Johnson. This position is responsible for communications, gift processing, event support, and grant management, and helps support the overall work of the four-person development department, as a vital member of the larger Graywolf team.

The ideal candidate for this job is interested in building a career in development, and has an interest in both data management and relationship management. While we will consider entry-level candidates without fundraising experience, we would prefer a candidate with six months to two years of experience working with donor data, grants, or another aspect of fundraising. This position requires some event attendance on evenings and weekends.

The salary range is \$35,000–\$40,000, dependent on experience. Compensation includes paid time off; health, dental, and life insurance, as well as short-term and long-term disability insurance; and a transit pass. Graywolf employees are eligible for retirement benefits after one year of service. This is a full-time, nonexempt position based in Minneapolis with a start date in August 2019.

## **Key Responsibilities**

### *Individual Fundraising and Engagement*

- Manage all donor records. Administer and maintain accurate data entry and information in development database.
- Process and properly acknowledge all gifts, contributions, and pledges.
- Coordinate aspects of the annual fundraising campaign as part of the development team; help craft the case for support, pull donor lists, and coordinate printing and mailing of letters.
- Act as the in-house liaison for members of the Graywolf Galley Club; manage monthly recurring donations and ensure Galley Club membership lists are up-to-date.
- With team, select titles for inclusion in the Galley Club, craft communications to members, and plan and execute an annual Galley Club party.
- Support fundraising and stewardship events organized by the Development Officer with invitation mailings, tracking RSVPs, and other logistics, as directed.
- Work with the Director of Marketing and Engagement to support Graywolf's community outreach work, including organizing class visits and book donations as needed.
- Coordinate the monthly development e-newsletter; create schedule and coordinate with staff, board members, authors, and others to produce content.

- Update dashboard and other development tracking tools.
- Conduct monthly reconciliations between development and accounting records.
- Implement other strategies for individual fundraising as directed.

#### *Grant Management*

- Create annual grants calendar and ensure deadlines are met.
- Assist in writing grant proposals and reports, as directed by the Managing Director, and help coordinate programmatic contributions from other staff members.
- Coordinate online submission of grant proposals and reports.

#### *Administration and Support*

- Serve as receptionist; act as first back-up on the phone system and greet visitors.
- Open and distribute incoming mail; receive deliveries to Suite 600.
- Act as a back-up for outgoing mail and packages.
- Assist in hiring, training, and supervising two interns each trimester.
- Maintain office supplies and equipment.
- Coordinate board, board committee, and one-on-one donor meetings as needed, including scheduling, preparing materials, sending meeting reminders, ordering catering, and tracking attendance.
- Assist the Director and Publisher, Managing Director, and Development Officer as needed.

### **Required Education, Skills, Knowledge, and Abilities**

- Undergraduate degree in a related field or equivalent experience.
- Interest in nonprofit arts organizations, especially the literary arts.
- Strong organizational skills, attention to detail, and the ability to prioritize work.
- Previous experience with data entry, databases, and manipulating complex information.
- High level of comfort with Mac OS and Microsoft Office suite and other basic office technology.
- Strong written and verbal communication skills.
- Ability to work cooperatively with our small staff, board of directors, and as part of a team.
- A professional and friendly attitude.

### **Preferred Skills and Experience**

- Development or individual fundraising experience
- Experience with DonorPro/Salsa CRM/Salsa Engage, iWave, Adobe Photoshop, Paperless Post, or Constant Contact.
- Graphic design experience.

## Physical Demands

Must be able to perform the essential duties of the position with or without reasonable accommodation.

- Required to move about in an office environment and sit for extended periods of time.
- Frequent use of hands for data entry/keystrokes.
- Must be able to carry and lift boxes of books and other materials.

## To Apply

Please send the following as email attachments to [wolves@graywolfpress.org](mailto:wolves@graywolfpress.org) with the subject line “Development Coordinator 2019.”

- Cover letter addressed to Leslie Johnson, Managing Director. Please make sure your letter includes one to two sentences that describe why you think literary publishing is a valuable nonprofit endeavor and worthy of support.
- Resume

Applications will be accepted and reviewed on a rolling basis from July 10–24, 2019. The deadline to apply is 5:00pm CDT Wednesday, July 24, 2019. No phone calls please.

*Graywolf Press is an equal opportunity employer committed to diversity. We welcome and encourage applicants of all races, ethnicities, gender and sexual identities, and disability statuses.*