



Job Posting Development Coordinator

About LEAD

LEAD (Letting Everyone Achieve Dreams) partners with schools and communities to help middle school students and adolescents build social and emotional skills that support academic success, healthy relationships, and long-term well-being. Philanthropic support makes it possible for LEAD to expand programming, reach more students, and deepen impact.

Development Coordinator

LEAD seeks an organized, detail-oriented Development Coordinator with strong communication and interpersonal skills to support the Executive Director in achieving annual fundraising goals. The Development Coordinator will be responsible for managing fundraising events and overseeing the donor database. This role blends fundraising, operations, and coordination responsibilities and plays a vital part in strengthening donor relationships to drive sustainable growth.

Salary range: \$67,000 – \$70,000, depending on experience

Key Responsibilities

Special Events

- Lead planning and execution of LEAD's annual fundraising events, including logistics, timelines, budgets, and vendor management.
- Coordinate event budgets, contracts, vendors, and volunteer assignments to ensure smooth operations.
- Manage sponsorships by defining benefits, conducting outreach, and overseeing invoicing and payments.
- Partner with event chairs, honorees, committees, and volunteers to maximize engagement and fundraising results.
- Support auctions, big board, and raffle efforts by coordinating outreach, tracking donations, and ensuring accurate documentation.
- Oversee guest registration and on-site payment processing for auctions, appeals, and raffles.
- Develop and manage event communications and collateral, including invitations, programs, and signage.
- Prepare post-event reports with analysis and recommendations for improvement.

Donor Database

- Process and record all gifts, pledges, and online transactions with accurate coding, ensuring acknowledgments and receipts are sent within 72 hours.
- Manage matching gifts, recurring gifts, and pledge reminders, including generating lists of outstanding pledges for follow-up.
- Maintain accurate donor records by updating contact information, deduplicating entries, and documenting interactions.
- Prepare bi-weekly gift activity reports and provide additional donor and revenue reports for the Executive Director, Development Committee, and Board as needed.
- Serve as the primary point of contact for database-related issues.

Executive Director Support

- Reconcile revenue in coordination with the Executive Director and Finance Committee.
- Maintain the fundraising calendar, including deadlines, submissions, reports, and stewardship.
- Assist with annual giving program.
- Coordinate fundraising communications across social media, the website, and newsletters.
- Prepare donor and revenue reports for the Executive Director, Development Committee, and Board.
- Represent LEAD at community and partner events.
- Perform other duties as assigned to support fundraising and organizational goals.

Qualifications

Bachelor's degree or equivalent experience.

At least two years of nonprofit development experience preferred, including:

- Special event fundraising
- Annual giving
- Volunteer management
- Donor database management

Skills/Knowledge

- Proficiency in Microsoft 365 and Google Workspace
- Experience working in a fundraising CRM
- Exceptional oral and written communication skills
- Proven event planning and volunteer management experience
- Self-motivated with the ability to work independently and as part of a team
- Strong organizational and project management skills with attention to detail

Benefits

- Primarily remote
- Flex time
- Paid time off and holidays

Mission

Letting Everyone Achieve Dreams (LEAD) prepares youth for success by providing life skills and exposure to new opportunities. We inspire vision, empathy, and tenacity.

To Apply

Please submit a cover letter and resume to Dejon B. Hawthorne at dejon@houstonlead.org with the subject line "Development Coordinator - LEAD" by November 3, 2025.