



CITIZENS UNITED FOR RESEARCH IN EPILEPSY

DEVELOPMENT COORDINATOR

OVERVIEW OF CURE

One in 26 Americans will develop epilepsy in their lifetime. For many of them that means uncontrollable seizures, stigma and discrimination in their communities, and sharply increased risks of health complications and death. They need much more than efforts to manage their seizures – they need a cure.

For more than 20 years, Citizens United for Research in Epilepsy (CURE) has been on an unrelenting search for that cure. Founded in 1998 by Susan Axelrod and a small group of fellow parents, CURE was born out of their shared frustration over the current state of epilepsy treatment. While the focus at that time centered on treating seizures and symptoms, that approach offered little relief for the 30% of epilepsy patients who don't respond to treatment. Axelrod and her fellow founders knew it was time to change the conversation from treating to curing epilepsy – and they dared to believe a cure was possible.

As the nonprofit leader in epilepsy research and the only organization solely dedicated to finding a cure for epilepsy, CURE has worked to shift the focus from merely managing symptoms to understanding the causes of this complex condition. With 3.4 million Americans and 65 million people worldwide living with epilepsy, CURE is committed to furthering patient-focused research that can ultimately deliver the answers they need

POSITION OVERVIEW

The Development Coordinator reports to the Annual Fund Manager and is responsible for supporting the execution of the annual development plan through database management and reporting. The Development Coordinator's primary role is to maintain the integrity of CURE's data in Raiser's Edge, and the position will work closely with the staff team to effectively execute all fundraising-related events. The Development Coordinator will also coordinate the CURE Champions peer-to-peer fundraising program.

Candidates must have experience working in Raiser's Edge. S/he must be an innovative thinker, intellectually curious, and be comfortable navigating complex, fast-paced working environments. The selected candidate will be a highly motivated, analytical individual with the ability to multi-task, keen attention to detail and superior organizational skills. A bachelor's degree is required. This full-time position is based in Chicago with an immediate start date.

RESPONSIBILITIES

Development Operations – 65%

- Conduct all Development Department administrative activities including:
 - Maintaining up-to-date donor records
 - Tracking and acknowledgement of gifts
 - Tracking and managing stewardship activities and sponsorship fulfillment
 - Effectively communicating with donors when appropriate

- Responsible data entry and gift processing in Raiser's Edge.
- Responsible for all tasks associated with donor acknowledgement letters and stewardship plan execution.
- Coordinate creation and production of mass mailings for annual campaign appeals.
- Generate donor lists and reports as requested from organization leadership.
- Field incoming calls to CURE and direct callers to an appropriate contact or resource, or act as an ambassador to answer questions/provide information as requested.

Annual Fund and Special Events Support – 25%

- Work with Annual Fund Manager to track stewardship activities for all donors under \$10,000.
- Assist Annual Fund Manager in maintaining donor identification, cultivation and prospecting records.
- Track and analyze data trends to identify major giving prospects from the pool of annual fund donors.
- Support the Annual Chicago Benefit planning effort as needed. Work with the events team, the Benefit Chair/Vice Chairs and the Host Committee to execute assigned tasks and oversee specific functions on the day of the event.
- Assist in the execution of event logistics, guest list management, and other duties as assigned for all fundraising events.
- Support the execution of select fundraising and stewardship such as cultivation events, Day of Science events, Disney Days, social media campaigns and other initiatives.

CURE Champions – 10%

- Oversee the CURE Champions event calendar and provide support to maximize impact of this program through:
 - Coordination of logistics for larger CURE Champions events
 - Relationship building with event hosts
 - Day-of presence and assistance at Champions events as needed
 - Acting in the role of a CURE ambassador before, after and during events
- Maintain CURE's presence on Facebook and other social media as it relates to CURE Champions events and donor-initiated campaigns.
- Collaborate with Digital Marketing Manager to organize social media efforts and messaging consistent with the CURE brand.

QUALIFICATIONS

- A minimum of 2 years fundraising and/or database management experience, preferably for a small to mid-size non-profit organization.
- Experience and comfort working directly with donors, board members and philanthropists.
- Superb written, verbal and interpersonal skills.
- Strong time management and organizational skills.
- Excellent attention to detail.
- Creative, self-starter with ability to multi-task various responsibilities.
- Proficiency in Microsoft Word, Excel, Outlook and PowerPoint.
- Proficiency in Raiser's Edge software, or comparable donor management system.
- Passion for CURE's mission and the ability to promote and communicate the philosophy, values and impact of the organization to external and internal stakeholders.

- Special consideration will be given to persons with work experience in a voluntary health organization.
- Bachelor's degree or equivalent experience.

COMPENSATION

An attractive and competitive compensation and benefits package will be available commensurate with qualifications and experience.

Prepared by Giving Tree Associates
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