



Development Coordinator (Part-Time)

Our Organization

The Surge Institute is an education leadership accelerator with a simple but important mission: Develop and elevate leaders of color who create transformative change for children, families, and communities.

The Institute's signature program, the Surge Fellowship, was designed to identify and groom emerging diverse talent and empower them to change the landscape of education by providing them with a unique leadership development experience. We go beyond training. We connect, support and elevate; and we do it all in love and through community.

Learn more about Surge's [journey](#) and [impact](#) by visiting our website.

Surge's success has brought us increased support and influence as we strive toward the ultimate goal of making a positive impact in communities across the country through representative education leadership. This is an exciting time for Surge and we hope to find motivated, disciplined, mission-driven individuals to join our team!

Position Objective

As Surge's Development Coordinator on the National Team, you support Surge's donor gift operations, playing a pivotal role in ensuring that we reach our national and org-wide fundraising goals. You process and acknowledge donations through the creation and refinement of robust and efficient systems, while also ensuring the work you do maintains the highest level of data integrity within our donor management system, called eTapestry. You also work alongside our Finance team to ensure strong gift processing and acknowledgement execution. You also ensure our stakeholders receive the best possible customer service and support through our help desk.

Lastly, you will partner with our National Marketing team to send targeted communications and continue to build relationships with our growing network of supporters, fellows, alumni, staff members, funders, donors and partners. In this role you are expected to inspire diverse groups, develop strong systems for communication and coordination, and have an optimistic, flexible approach to problem solving.

Essential Functions

- Process donations to Surge's National team, including gifts received through third party donation platforms
- Design and implement systems that ensure third party donations are properly allocated across the organization, and provide transparency for regional teams



- Design and implement systems that ensure national donations are acknowledged within 3 business days of receipt, and that regional offices are effectively and efficiently acknowledging their donors
- Create resources and develop strategies to ensure regional teams are processing and acknowledging donations as expected
- Continuously identify and deliver on improvements to gift processing and acknowledgement systems through engagement with applicable regional and national teams
- Support Surge national communications efforts by ensuring email lists are up-to-date and accurate in our donor management system
- Provide list development and tracking support for online and social media fundraising campaigns

Education & Experience

- Highly skilled in data entry, achieving expectations in accuracy and efficiency
- Intermediate level expertise with MS Office/Google Suite, specifically in spreadsheet building and data management tools
- Experience with Database Management Systems; i.e..Salesforce, Blackbaud, eTapestry or other customer relationship management systems
- At least one year of experience in project management preferred

Personal Characteristics

- Fervent attention to detail and ability to manage multiple priorities
- A passion for and connection with communities of color
- A passion and commitment to transforming K-12 public education
- Ability to thrive in a fast-paced environment and willingness to 'roll up sleeves' to get things done
- Strong communications skills – verbal and written
- A good sense of humor, humility, positive attitude, and high degree of flexibility, dedication, resourcefulness, energy, and creativity
- Ability to understand and LIVE the mission and brand of the Surge Institute

Compensation

\$25 per hour at 15-20 hours per week. This position does not offer a benefits package.

Additional Things to Know

- This role reports to the Manager of Development
- The position is located in Chicago, IL, but will be performed remotely, with occasional travel for Surge meetings and events.



Application Procedure

Nominations or applications (with current resume, letter of interest and references) should be submitted to www.surgeinstitute.submittable.com/submit/135463/development-coordinator by May 21, 2019. The review of applications will begin immediately and will continue through the due date.

The Surge Institute does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or other characteristic covered by law with regard to employment opportunities.