



# Opportunity Scholars

## Development Coordinator

Opportunity Scholars (OS) is a non-profit organization whose mission is to assist high school students to pursue career and technical education, college or university education. We guide, connect, finance and engage students to achieve their dreams of career success. Opportunity Scholars does this by connecting families, schools and businesses to create a low-cost career pathway to high paying jobs for low- and middle-income students. We create economic mobility for students and build a pipeline of professional and technical workers to grow local businesses.

### **Primary Duties:**

1. Strengthen current and build new relationships with donors
2. Research and solicit major gift donors and private family foundations
3. Implement fundraising projects / strategies and execute cultivation and stewardship events/programs
4. Develop and execute giving programs to include direct solicitations, prospect research, proposal development, special events, donor appeals, capital & endowment campaigns, annual giving and planned giving efforts.
5. Coordinate with board members, OS leaders and current OS donors to identify major gift prospects
6. Create outreach events for the community to solicit more donors and students
7. Other duties as assigned.

### **Experience:**

Meaningful prior experience in Development, Sales or a related field.

Experience in charitable fundraising with a record of accomplishment in major gifts and record keeping is desired.

### **Qualifications:**

Self-starter and self-directed individual is essential in this role.

Strong initiative, organizational skills are required.

Must be proficient in MS Word, Excel and Google. Experience using Canva is a plus. Strong interpersonal, public speaking and writing skills required.

### **Compensation:**

Part-Time position. 20-24 hours per week as mutually agreed. Hourly pay based upon experience. A monthly benefit allowance will be paid to offset travel and benefits.

### **Location of Work:**

The large majority of work will take place in Northern Virginia. Travel to Winchester and other communities is required. Employees are expected to maintain high speed internet connection, cell phone and reliable transportation at their own expense. Some evening and weekend work is vital to the success of this role.

### **How to Apply:**

Submit a resume to [Kari@OpportunityScholars.org](mailto:Kari@OpportunityScholars.org).

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