

## **Resource Development Coordinator**

**Full Time - Salaried - Exempt**

The Resource Development Coordinator is responsible for planning, organizing, and executing the organization's fundraising efforts including grant writing, major gifts, planned giving, corporate donations, and fundraising events. The position coordinates efforts to support organizational operations and reports directly to the Executive Director.

### **Key Responsibilities:**

- Work with the Executive Director to develop funding strategies to plan and execute annual campaigns and meet annual funding goals.
- Coordinate and lead grant writing efforts with the leadership team and our strategic partners.
- Coordinate and lead the planning and execution of the annual fundraising events.
- Provide consistent donor stewardship through the use and management of the donor database.
- Cultivate relationships in all of the communities in which we work to identify prospective individual and corporate donors.
- Prepare and present funding proposals to prospective donors.

### **Required Knowledge, Skills & Abilities**

- Minimum of a Bachelor's degree or commensurate experience.
- Minimum of 3 years of development experience.
- Understanding of all aspects of fundraising, including, but not limited to planned giving, capital campaigns, donor stewardship, corporate sponsorship, annual fundraising events, etc.
- Effective written and verbal communication skills.
- Ability to work accurately and effectively both independently and as a part of a collaborative team under deadlines.
- Ability to multitask with attention to detail and a high level of organization.
- Proficiency and flexibility to use various computer applications and online databases.

### **About the Einstein Project**

For the last 30 years, the Einstein Project has served as a non-profit STEM resource center, providing curriculum, instructional materials, and professional learning opportunities for educators. We have served educators and students in over 50 schools in different school districts, both public and parochial. We believe that all students deserve robust and enriching educational experiences. Unfortunately, schools and classroom teachers face a multitude of challenges preventing them from helping every kid to reach their potential. The Einstein Project is helping to change that by providing high-quality, engaging, hands-on instructional materials. We not only focus on student learning, but also instructional delivery. We aim to make STEM education easy by providing the supplies needed and completing much of the prep work necessary, allowing teachers to focus on students. We also strive to keep robust learning affordable by buying in bulk and keeping labor costs low. We rely on volunteers, work study

students, seniors participating in federal employment programs, and adults with disabilities working in community support programs.

We expanded our impact by adding a makerspace and makerspace support for schools. Located in the Brown County STEM Innovation Center on the UW-Green Bay campus, our makerspace offers youth workshops, maker project kits, professional learning, and corporate creativity and team-building workshops. We offer community memberships, allowing adults opportunities to create, learn, and play as well. Quality STEM education experiences provide a pathway for everyone to make sense of the world and design a better future. For some, we are opening opportunities for exciting careers. For others we are cultivating skills for creativity and innovation. In all we do, an attention to equity, means that STEM is for everyone. For the 25,000+ students impacted annually, we are making a difference one experience at a time.

**Contact [Chad@einsteinproject.org](mailto:Chad@einsteinproject.org) to show you are interested or to learn more!**