



PEN/FAULKNER FOUNDATION

DEVELOPMENT COORDINATOR

Position Description

Organizational Overview

The PEN/Faulkner Foundation is a nonprofit organization that celebrates literature and fosters connections between readers and writers to enrich and inspire individuals and communities. In fulfilling that mission, PEN/Faulkner administers a variety of education programs that bring donated books, visits from authors, and writing instruction into low-income DC schools; hosts public literary programs that create opportunities for conversation between writers and readers; and recognizes significant achievements nationwide by giving out the PEN/Faulkner Award for Fiction and the PEN/Malamud Award for Excellence in the Short Story, as well as by selecting a PEN/Faulkner Literary Champion.

Position Overview

Our Development Coordinator will support PEN/Faulkner's Executive Director in two primary areas: sustaining relationships with individual donors and soliciting support from foundation, government, and corporate partners.

Detailed Responsibilities

Responsibilities for this position include the following:

Development

- Maintaining a grants calendar, preparing grant applications, and submitting grant reports in collaboration with PEN/Faulkner's Executive Director
- Managing PEN/Faulkner's donor CRM system (Little Green Light): creating campaigns, entering donations, generating weekly and quarterly reports, and sending receipts and thank you emails
- Contributing to the organization's overall annual development plan and tracking the necessary metrics to report on the plan's effectiveness
- Contributing to individual plans for PEN/Faulkner's end-of-year, end-of-fiscal year, and Giving Tuesday campaigns, as well as the implementation of those plans
- Coordinating PEN/Faulkner's Founding Friends membership program: tracking renewals, sending email reminders and announcements, and preparing reports
- Planning and participating in quarterly donor events: email invitations, tracking participants, follow-up communications
- Researching new funding sources
- Tracking sponsorships for PEN/Faulkner's annual Award Celebration
- Occasionally making donation pitches during public events
- Stewardship of existing donor relationships



PEN/FAULKNER

F O U N D A T I O N

Required Qualifications

Qualified candidates for this position will demonstrate the following:

- Superior writing ability
- Facility with social media
- Proficiency with MS Office and Google Suite applications
- Comfort with learning new technologies
- Careful attention to detail
- Flexibility in a fast-paced work environment
- Ability to organize and prioritize daily and long-term projects and tasks
- Ability to organize information gathered from multiple constituents
- Ability to learn from (and own) failures/setbacks
- Extroversion and comfort in engaging with public audiences

Additional Qualifications

The ideal candidate for this position may also have experience with some of the following, though these are not required qualifications:

- Writing grant proposals and grant reports
- Little Green Light or any other donor CRM system
- EventBrite, GiveLively, Stripe, and/or PayPal

Compensation and Logistics

This is a half-time exempt position. Salary is \$22,000 plus a 5% employer contribution to a 403(b) retirement plan. Compensation includes 10 vacation days, 7 sick days, 9 paid holidays, and a winter break between Christmas and New Year's Day (inclusive). Benefits include participation in employer-subsidized health, dental, and vision coverage. At present, during the pandemic, PEN/Faulkner does not maintain an in-person office, so most work is performed remotely. Given that we expect in-person programming to resume, however, the position is based in Washington, DC, and candidates will be expected to be present in-person, as much as health and safety conditions allow, when necessary. Candidates must have reliable home internet access.

Application Instructions

Send a resume, cover letter, and two professional references to applications@penfaulkner.org with "Development Coordinator" in the subject line. References will be contacted, with a notification to applicants beforehand, only for final-round candidates.

Please note: the PEN/Faulkner Foundation is an Equal Opportunity Employer and does not discriminate against employees based on race, color, religion, sex, sexual identity, national origin, age, disability, or genetic information.