



Destination Imagination, Inc., is a leading educational nonprofit on a mission to inspire and equip youth to imagine and innovate through the creative process.

DI's Vision is to ignite the power of ALL youth to be the creative and collaborative innovators of tomorrow.

Job Title: Development Coordinator (part-time / remote)

Location: Remote / United States preferred

Reports to: Director of Strategic Partnerships & Advancement

How You'll Contribute:

The Advancement team cultivates, solicits, and stewards individuals, as well as foundation, government and corporate partners who invest in Destination Imagination to drive impact through youth-focused educational experiences and programs that utilize Destination Imagination's unique pedagogy. The team collaborates cross-departmentally to build transformative and impact-driven strategic partnerships and relationships.

Development Coordinator will serve a key role in driving significant revenue for Destination Imagination, Inc. to realize its mission and is an integral part of the Strategic Partnerships & Advancement team. This position will focus on cultivation, solicitation and stewardship programs for new and mid-level corporate partnerships, relationships with foundations and will support all the functions of individual fundraising. Working closely with the Director of Strategic Partnerships & Advancement, the Coordinator, Philanthropy, Partnerships & Grants will build and manage DII's pipeline of prospect sponsor, grantor and donor opportunities, and help to execute DI's overall fundraising strategy, including lead generation, prospect outreach, writing and tailoring proposals, closing deals, managing relationships, renewing, reporting, and more.

Your Impact // Responsibilities include:

Broad Responsibilities

- Support the overall acquisition sponsorships, grants and philanthropic gifts and other non-programmatic funding from corporations, foundations, multilateral institutions, governments, and individuals to support DII's operating expenses; (30%)
- Design and manage a systematic outreach and relationship cataloging and reporting system in Hubspot; Build and manage DII pipeline of advancement opportunities, identifying viable prospects and performing due diligence on prospects; (10%)
- Manage revenue in-flow reporting across the department to ensure DI is working effectively towards its development revenue targets and working with the Board of Trustees development committees to ensure they are supported with the resources they need to be effective (5%)



Sponsorship/Partnerships

- Engage in corporate prospect research for potential sponsors and partners. Design customized sponsorship pitch decks, proposals, and packages; Initiate and close \$100,000+ sponsorships/partnerships. Support the Director in ongoing partnership management. (20%)

Individual Philanthropy

- Manage day-to-day prospecting and relationship activity (calls, emails, meetings); (10%)
- Building and deploying fundraising campaigns and communications (10%)

Grants

- Research, identify, and prepare grant applications and prepare partnership agreements (15%)

Other Duties:

- Support the Director of Strategic Partnerships & Advancement as needed
- Attendance at Destination Imagination's Global Finals event in Kansas City, MO (May 18th-25th) 2022 is required.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

What You'll Bring // Education and Experience:

Attitude: You're a creative problem solver at heart and don't shy away from the unknown - you move towards it with energy and enthusiasm. This role requires the right candidate with an ability to adapt, be flexible and be willing to learn and pick up new skills quickly.

Education: A college degree preferred or 5 years' equivalent work experience.

Experience: A minimum of 5 years experience with at least 3 years experience in business development, fundraising, corporate social responsibility and partnership development experience, preferably for social impact and/or nonprofit organizations

Necessary Knowledge, Skills, and Abilities:

- Strong project management, excellent oral and written communication skills
- Ability to work independently and with team members, take initiative, and anticipate needs
- Detail oriented and highly organized
- Maintain confidentiality in respect of our donors and supporters.
- Possess high level of integrity; able to handle information in an appropriate, confidential and helpful manner
- Experience using Google Suite in Microsoft Office, including Word and Excel for creating and managing documents, presentations, and spreadsheets



- Experience with fundraising software preferred
- Experience using a customer relationship management (CRM) platform like HubSpot preferred
- Experience with Canva preferred
- A bachelor's degree in business administration, fundraising, marketing, or other relevant area

Desired Qualifications

- Ability to be flexible and adaptable to collaborate effectively across multiple departments
- Strong time management skills and ability to manage multiple priorities and deadlines
- A dedication to the mission of Destination Imagination
- Strong record and proven ability to effectively build relationships with world-class corporate, foundation, and individual donors and sponsors and to design and deliver sponsor packages of \$100,000+
- Contacts with relevant corporations, foundations, and individuals that can be utilized immediately

Supervisory Responsibilities: None.

Physical Requirements or Licenses:

- A valid driver's license with a history of a good driving record; access to a viable and dependable transportation are a must.
- Ability to travel that may include consecutive overnight stays, and traveling by car, bus, and airplane.
- Conditions may include working closely with others, working alone, and working protracted or irregular hours.

Job Type: Part-time

Work Location:

- This position is remote with a strong preference for candidates who are located within the United States

Benefits:

- As a leading nonprofit organization, Destination Imagination offers competitive salary and total rewards to attract, develop and retain an innovative and dynamic workforce
- The starting point of the hourly range for the position is \$20/hr @ 30 hours a week
- This position has the potential to be expanded to full-time within the first 6-months of employment

Destination Imagination, Inc.'s Core Values Are:

- **Collaboration** - We work as a team because together we go further
- **Respect** - We treat all people with fairness, kindness and consideration
- **Stewardship** - We accept personal responsibility to nurture a global culture of creativity, innovation and self-expression



- **Perseverance** - We encourage trying until we achieve any goal
- **Integrity** - We hold ourselves to the highest standards by owning our work, actions and decisions

Schedule:

- Monday to Friday, working off-hours and weekends on an as-needed basis

How to Apply

Candidates who meet the above requirements and who are interested in the position should submit their cover letter and resume to careers@dihq.org. Please include “Development Coordinator” in the subject line. For additional information about Destination Imagination, Inc. please go to our website at <https://www.destinationimagination.org>.

Destination Imagination is committed to inclusion and diversity to build a team that represents a variety of backgrounds, perspectives, and skills. The more diverse our team is, the better we can achieve our mission of solving world challenges.

Destination Imagination is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.