



**DEVELOPMENT COORDINATOR POSITION - PART TIME  
AVAILABLE IMMEDIATELY AND OPEN UNTIL FILLED**

Spy Hop seeks a Part-Time Development Coordinator (25 hours per week) dedicated to youth development, digital media arts, and progressive education.

Join the development team to help strengthen and grow Spy Hop's funding while meeting assigned financial goals. This position works closely with and assists the Development Director and Annual Fund Manager in all aspects of fundraising for the organization. Primary responsibilities include preparing, writing, and submitting foundation, government and business/corporate grants; including reports and supplemental materials, managing the annual grant schedule and calendar, researching new funding opportunities, extensive database entry, reporting and management, event support, and being a contributing team player as part of a high-functioning nonprofit organization. This is a heavy administrative position with opportunities to explore each area of development.

**Primary Responsibilities**

**Development Administration (50%)**

- Under direction of the Annual Fund Manager, maintain accurate donor and gift data entry into our donor database (Raiser's Edge).
- Build queries, import, export, and analyze data for various projects, including mailing lists, as needed.
- Oversee, manage, and track annual grant calendar and schedule.

**Foundation, Corporation, and Government Grants (30%)**

- Coordinate with the Development Director to meet fundraising goals by writing assigned grant proposals, including letters of intent, mid-year, and year-end funding reports.
- Compile and update supplementary materials for all proposals in accordance with the requirements specified in the grant guidelines.
- Work closely with the Development Director and Program Director(s) to ensure a high level of understanding and knowledge of existing programs as well as upcoming projects to effectively write proposals and research funding opportunities.
- Research and develop relationships with new funders while maintaining current funding relationships.

**Individual Giving and Donor Stewardship (10%)**

- Collaborate with the Annual Fund Manager on updating and monitoring the annual development calendar to ensure year-round engagement and stewardship of individual and corporate donors.
- Ensure the appropriate follow up occurs with donors and supporters.
- Process donations, generate and track acknowledgement letters.
- Arrange campaign logistics for individual solicitations and cause driven campaigns.

**Events (<10%)**

- Work with the Development team in planning and executing all fundraising and organization events, including the Annual Benefit, Days of Giving, and student showcases.
- Assist in asset creation for event communications with professionals as needed.
- Record and track event data and constituent information.
- Staff events, assisting with event logistical details.

Provide other development support as needed to the Development Director, Annual Fund Manager, and Executive Director.



**Qualifications:**

- Bachelors degree or demonstrated grant writing/development experience required. Previous experience writing government and/or business grants a plus.
- Excellent writing and communication skills.
- Experience working with budgets and financial reporting.
- Experience using Raiser's Edge and/or similar CRM database.
- Proficiency in Microsoft Office (especially Excel), Adobe Acrobat Pro, and office software.
- Attention to detail and solid time management skills a must. Be able to work under tight deadlines quickly and efficiently.
- Accuracy in grammar, spelling and punctuation as well as strong organizational skills.
- Must be able to collaborate and communicate with Spy Hop staff to obtain necessary information to write compelling narrative for grant proposals.
- Understand and demonstrate the importance of good stewardship and donor relationships.
- Exhibit qualities such as cultural awareness, integrity, and humor.

**Compensation:** \$19/hour (25 hours a week between the hours of 9-5pm)

**How to Apply:** No phone calls please. Please email resume, cover letter, two writing samples, and references to:

Beth Branson, Development Director  
Email: [beth@spyhop.org](mailto:beth@spyhop.org)

Visit our website at: [www.spyhop.org](http://www.spyhop.org) for further information

**About Spy Hop:** Spy Hop is a highly effective, nonprofit, youth media arts and educational enrichment center founded in 1999, and located in downtown Salt Lake City. Our mission is to mentor young people in the digital media arts to help them find their voice, tell their stories, and be empowered to affect positive change in their lives, their communities, and the World. Spy Hop's programs take place in dynamic studio environments where young people of all backgrounds engage in the production of their own narratives and solutions to the challenges they face. Each year, independently and in collaboration with numerous community partners, Spy Hop mentors nearly 2,000 young people. Our afterschool and community programs in film, audio, design, and music are a model for youth development programs across the nation and Spy Hop is recognized by the White House as a leading nonprofit arts and humanities organization.

Spy Hop is an equal opportunity employer committed to fostering a diverse and equitable environment in which all staff can excel regardless of race, ethnicity, age, faith, gender identity, sexual orientation, and ability. People of color, women, individuals with disabilities and veterans are encouraged to apply.