



Autism Society

Greater Wisconsin

Development Coordinator

Job Description

The Autism Society of Greater Wisconsin (ASGW) is a non-profit organization serving the Autism community in a 53 county service area. With a mission of creating connections, empowering everyone in the Autism community with the resources needed to live fully, the Autism Society of Greater Wisconsin provides services to the Autism community through 5 core program areas: Support, Education, Advocacy, Information & Referral, and Community Outreach.

The Development Coordinator will work in partnership with the Executive Director, Office Manager, Education & Outreach Coordinator, and the Board of Directors to grow and sustain financial resources to support the organization's mission and programs. This position will coordinate the organization's fundraising and development efforts.

Key Responsibilities:

- Assist with the development and execution of an annual fundraising plan in alignment with the organizational strategic plan.
- Establish and cultivate relationships with community partners, businesses, donors, and community funders.
- Coordinate grant activities, including researching grant opportunities, writing/submitted grant applications, and preparing grant reports.
- Develop sponsorship packages for major events and programs.
- Coordinate the sponsorship, exhibition, and advertising opportunities for the Autism Society of Greater Wisconsin's Annual Conference.
- Support the Autism Society of Greater Wisconsin's local chapter network with development & fundraising efforts.
- Assist with the development of marketing materials related to fundraising events as needed.
- Coordinate the planning and execution of fundraising events, including a golf outing and virtual race.
- Effectively identify, cultivate, solicit, and steward donors at all levels.
- Accurately update and maintain ASGW's donor database through Blackbaud Altru.
- Provide support for programs, marketing, and other related activities as needed.



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Desired Skills/Abilities

- Bachelor's Degree in a related field; Public Relations, Marketing, Nonprofit Leadership, Business, Communications, etc.
- Previous professional experience with fundraising.
- Experience and proficiency with commonly used software; Google Suite, Microsoft, Canva.
- Excellent written and oral communication skills, and relationship-building skills.
- Experience with donor management software, like Blackbaud Altru.
- Excellent organizational skills and time management skills.
- Ability to compile data accurately.
- Passion for the Autism Society's mission.
- Flexibility, creativity, initiative, and strong problem solving skills.
- Some regional and statewide travel is required. Must be willing and able to travel regionally and statewide.

Benefits:

- Paid Time Off
- Paid Holidays
- Flexible Schedule
- Hybrid Work Arrangement Possible
- 401K with Employer Match

The Development Coordinator is a salaried .80 FTE (32 hours/per week), with a salary range of \$17 - \$18.50/hour based on experience. Working hours are flexible and a hybrid working arrangement with at least 2 days per week in the Menasha office is possible.

To apply, please send a **cover letter and resume** to:

Kirsten Cooper, Executive Director at kcooper@autismgreaterwi.org

Or

Autism Society of Greater Wisconsin

Attn: Kirsten Cooper

1477 Kenwood Dr.

Menasha, WI 5495