



Ladder Up Development Coordinator Position Description

Organizational Background

Ladder Up is an entrepreneurial, Chicago-based nonprofit dedicated to providing free financial services to hardworking, low-income families and individuals. Through free tax return preparation, legal representation, college financial aid application assistance, and financial education, Ladder Up helps its clients access the resources they need to move up the economic ladder.

Position Description

Ladder Up is seeking a Development Coordinator to help secure the funding the organization needs to achieve its mission of helping Illinois residents move up and out of poverty.

As Development Coordinator, you will execute tasks related to the organization's fundraising and communications strategy. You will act as a fundraising generalist, with an emphasis on grant writing and grants management. You will have responsibilities that require attention to detail, organization, and creativity and it will be essential that you have the ability to take initiative. You will work directly with Ladder Up's Development Director to drive the organization's financial growth.

Key facets of the position include:

- Grants management - Drafting funding requests and applications, tracking deadlines, and preparing reports for Ladder Up's government, foundation, and corporate funders
- Conducting research to identify new prospective corporate, foundation, and individual donors
- Working with program staff to collect client and volunteer testimonials.
- Working with program staff to create and schedule social media content
- Gift processing - Tracking donations and pledges in a database and preparing donor acknowledgment letters and receipts
- General writing and copy editing- Assisting with outreach materials, fundraising letters, and website copy
- Assisting with planning and managing events, including, but not limited to, Ladder Up's Casino Night & Silent Auction and Tee Up Golf Outing
- Representing the organization effectively to supporters, volunteers, donors, and the general public
- Providing support in other areas including communications, individual fundraising, and board management

Some evening and weekend hours will be required.

Position Qualifications

- Bachelors Degree
- 3-5 years of professional grants management experience required
- Highly organized
- Excellent writing skills and exceptional attention to detail
- Familiarity with Microsoft Office, specifically Word, Excel, Teams, and SharePoint
- Knowledge of Salesforce a plus
- Willingness to learn
- Ability to work independently and as part of a team.

To Apply

Please send a cover letter and resume to Kate Hermann Stone, Ladder Up Development Director, at khermannstone@goladderup.org. Applications submitted without a cover letter will not be considered.

For more information about Ladder Up, please visit www.goladderup.org.