



Development Coordinator

About the Organization: Detroit PAL is a non-profit that believes Detroit's Future is Kids First! We are passionate and purpose-driven, with a mission of Helping Youth find their Greatness. Detroit PAL is doing great things in the City and region through athletics, enrichment programs, and community initiatives that positively impact 10,000+ youth annually. We teach our G.R.E.A.T. Model of Goal-setting, Resilience, Embracing a healthy lifestyle, Accountability, and Teamwork. PAL empowers the community by training and partnering with 1,000 coaches and volunteers, by running quality youth development programs, and by creating safe places for kids to play. Detroit PAL's headquarters is at The Corner Ballpark, the site of the Old Tiger Stadium on Michigan near Trumbull. We facilitate programming at 75+ other locations and facilities.

About the Role: This is a newly created position. The Development Coordinator will report directly to the Chief Development Officer (CDO) while supporting the CDO and two Directors in an administrative and creative capacity. This position is a blend of projects and scheduled weekly & monthly responsibilities. This position will interface and coordinate with many members of the Detroit PAL organization and external partners. No two days will ever be the same.

Duties & Responsibilities:

- Assist Development staff with day-to-day tasks that support fundraising and volunteer recruitment/management activities, including customer relationship management.
- Coordinate logistics for select events and meetings.
- Maintain needed databases.
- Assist or manage special projects.
- Represent Detroit PAL in the community by being a positive role model in all interactions.
- Keep kids first and the mission first.
- And other duties as assigned.





Knowledge, Skills, and Abilities:

- Strong work ethic including punctuality, reliability, and a willingness to perform a wide variety of development related duties.
- Good written and verbal communication skills.
- Self-starter with a mindset that embraces personal accountability.
- Solid organizational and project management skills.
- Team player.
- Ability to work well with Google Suites and other technology.

Qualifications:

- High school diploma or equivalent. Associate degree a plus.
- 2+ years of administrative experience. Previous experience supporting executive-level staff is preferred.
- Experience in using software including a database management system.
- Ability to lift and/or move large objects such as boxes.

This is A Great Opportunity

This is a great opportunity to join an expanding organization in a role that will move the Development department forward while expanding the Development Coordinator's skillset and network.

To **apply** for this position, please email your resume and cover letter to [hiring@detroitpal.org](mailto: hiring@detroitpal.org). Please indicate the position that you are applying for in the subject line of your email and include a phone number within your email. Applications will be accepted and reviewed on a rolling basis until the position is filled. Thank you.

