Grants and Fundraising Coordinator (Temporary/Part-Time)

Kids Forward’s Grants and Fundraising Coordinator is a temporary and part-time (16-20 hours/week) position. This role is remote first with occasional time in the office (depending on your location).

About Kids Forward

Kids Forward is a statewide child and family research, communications, engagement, and policy advocacy organization with a vision for a Wisconsin where every child thrives, notably children of color and those furthest from opportunity. As Kids Forward enters the next stage in its 140-year history it commits to being a multicultural, equitable, inclusive and antiracist policy center.

Kids Forward makes a difference by pursuing an aggressive agenda with the lived experience of marginalized Wisconsinites and justice at its core. Our work advances equitable policy solutions and systemic change. Kids Forward utilizes a multi-pronged approach of engagement, data-driven analysis, communication, and policy advocacy to effect change. Grants and Fundraising Coordinator contributes to Kids Forward policy advocacy by supporting the operational and fundraising work of Kids Forward.

The Position:

The Grants and Fundraising Coordinator collaborates with the Strategic Growth Director and other team members as needed to support antiracist fundraising operations and grant development for Kids Forward. This role will work to maintain competencies of antiracist policy advocacy at the support-level. The list of contributions below provides some overall responsibilities for the position. Reflective of our commitment to inclusion and equity, the Strategic Growth Director and Grants and Fundraising Coordinator will re-assess the responsibilities of this role on a semi-regular basis.

Responsibilities:

- Participate on a leadership fundraising team with the Kids Forward CEO and Strategic Growth Director, with occasional consultation by the Kids Forward Fund Development Committee Chair.
- Optimize team use of the Donor Database to facilitate excellent communication and donor stewardship and manage fundraising-related data quality and control.
- Assist Kids Forward in the creation of a grant development plan to support its antiracist policy advocacy.
- Research grant and foundation funding opportunities targeting systemic racism and alleviating racial disparity, as well as economic inequity to fund the work and systems change initiatives of Kids Forward.
- In consultation with Kids Forward staff, identify and document strategies for funding Kids Forward’s key programmatic policy advocacy areas.
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● Develop and manage grants calendar.
● Assist in preparation of donor and grant proposals, funder communications, and related funder collateral (mail, online, website, social media).
● Support donor communications through mail, online, website, social media.
● Provide general support including meeting scheduling, drafting correspondence and filing.

Qualifications:
● Interest in antiracist fundraising, donor relations, and stakeholder management.
● Interest in expanding analysis and knowledge about the role that racial inequity plays in society, and demonstrated commitment to reducing gender, racial, and other inequities.
● Strong organizational skills with strong attention to detail.
● Experience handling confidential and sensitive information with discretion and care.
● Excellent data management skills with a commitment to accuracy.
● Excellent reading, research, and editing skills with strong attention to detail.
● Demonstrate ability to manage documents in real-time, incorporate data and feedback from multiple sources.
● Ability to manage multiple priorities.
● Ability to perform effectively in a remote hybrid, adaptive, engaged, collaborative work environment.
● Two years of relevant experience.

Additional Qualifications:
● Prior experience with fundraising or grantmaking programs.
● Prior experience coordinating donor communications.
● Salsa or other CRM experience.
● Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds.

Compensation:
Compensation for this position includes hourly pay between $27-35/hour based on experience. This position will work 16-20 hours per week and is temporary, expecting to last approximately 9 months from start date. We encourage consultants to consider applying.

To Apply:
We strongly encourage people of color, women, LGBTQIA+, and people with disabilities regardless of location to apply. To apply, email a resume and cover letter to info@kidsforward.org with the subject heading “Grants and Fundraising Coordinator” Candidate review and interviews will be scheduled on an ongoing basis until we have an accepted offer.

Research shows that some candidates will only apply for a position if they meet 100 percent of the qualifications. Kids Forward looks for talent and passion. We hire team members from a variety of backgrounds and experiences. Below are some competencies that will help an individual succeed in this role. We do not expect candidates to be able to demonstrate all
these qualifications. Please apply if this position holds interest for you, even if you do not hold all the qualifications:

*Kids Forward is dedicated to the goal of building a culturally diverse, inclusive, and equitable work environment along with our own professional and personal capacity to advocate on behalf of people of color. Kids Forward is a remote first employer designed to support the success of colleagues residing outside of Madison, Wisconsin.*

*Kids Forward is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, gender, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law. Kids Forward participates in E-verify and will provide the federal government with Form 1-9 information from each new employee to confirm work authorization.*