



Development Coordinator Job Description

Number of Positions: 1

Last updated: October 13, 2026

Title: Development Coordinator

Classification/Schedule: This is a non-exempt, full-time position with 40 hours of work per week with occasional additional hours. Work schedule varies based on seasonal responsibilities. Some weekend work may be required.

Work location(s): Monday-Thursday on site & Friday remote. On-site is at the Beat the Streets Chicago – Midway Wrestling and Enrichment Facility at 5985 S Archer Avenue in Chicago.

Salary: \$45,000 - \$55,000

Vacation & Benefits: All full-time employees may use up to 5 weeks vacation leave and 2 weeks sick leave annually. 100% of employee and 10% of dependent health insurance premiums are paid by the employer. 90% health insurance for dependents is available at the employee's expense. Dental and Vision insurance are available at the employee's expense. Participation in employer's 403(b) retirement plan.

Reports to: Director of Development

Position Summary

Beat the Streets Chicago believes that great coaches, mentors and teachers combined with the vehicle of wrestling and enrichment activities change lives. The Development Coordinator, working in partnership with members of the Development team and under the leadership of the Director of Development, will support fundraising efforts that fuel BTSC's wrestling and enrichment programming. The Development Coordinator enables the Director of Development to spend more time building donor relationships and securing financial support by managing the systems, gift processing, reporting, and administrative activities that support fundraising.

The ideal candidate is organized, reliable, a strong communicator, and excited to grow in nonprofit development.

BTSC Values You Embody (A.G.G.I.E.)

Accountability – you lead with integrity and own your department's success

Gratitude – you lift up your team, your donors, your partners and community

Grit – you push through adversity and inspire others to do the same

Integrity – you lead by example and handle information with care and professionalism

Excellence – you set the standard and strive to improve every day

Development Coordinator Responsibilities & Duties

Donor Database & Development Operations

- Support and maintain our fundraising databases and platforms, including Neon CRM and Givergy.
- Maintain accurate donor, gift, pledge, grant, and constituent records, ensuring data integrity through regular audits and quality control.
- Manage recurring gifts and follow up on failed transactions.
- Manage online giving forms and build donation pages for campaigns, events, and special appeals, ensuring a seamless donor experience.
- Segment donors and generate custom lists and mailing reports for appeals, newsletters, and campaigns (e.g., End of Year Campaign, Gala, Impact Report).

Gift Processing & Financial Reconciliation

- Process all charitable contributions, including online gifts, checks, stock gifts, matching gifts, grants, and pledges.
- Generate timely gift acknowledgments, tax receipts, and donor recognition communications.
- Reconcile gifts and deposits with the Finance Department and resolve discrepancies.

Reporting & Research

- Maintain and update the Development Scorecard, tracking and reporting progress on a weekly basis.
- Prepare and distribute monthly Development reports.
- Create custom reports, dashboards and data queries to support fundraising activities and leadership reporting.
- Conduct initial research on prospective donors or foundations to help the team identify new leads.
- Support grant reporting by gathering program data, outcomes and financial information, and track grant deadlines and reporting requirements.

Team & Event Support

- Manage Development team calendars and coordinate staff communication regarding facility visits.
- Inventory, manage, and assemble print materials and donor folders.
- Execute campaign and stewardship mailings, including packaging gifts, ordering supplies, and coordinating shipments.
- Oversee donor gear, including ordering, storage, and tracking.
- Assist with logistics for video shoots.

- Support fundraising events by: pulling and managing guest list reports, preparing supplies & materials, providing day-of support, and compiling post-event guest lists for stewardship follow-up.

Donor Engagement & Stewardship

- Track and manage donor stewardship follow-ups for team in Asana to ensure timely touchpoints.
- Handle stewardship communication for donors giving up to \$500.
- Lead the annual January Gratitude Project and June Gala gratitude efforts, including coordinating thank-you notes from wrestlers and donor gifts.
- Other duties as assigned.

Required skills

- Proficiency in Google Sheets and comfortable using AI tools to work more efficiently.
- Organization, communication, reliability, attention to detail, ability to manage competing deadlines and genuine interest in the mission.
- Must have a working cell phone (cell phone expense stipend is provided).

Helpful but not required

- Experience with a donor database or CRM (Neon a plus) and project management system (Asana a plus)
- Spanish
- Knowledge of wrestling

You are welcome to bring your own laptop; otherwise a Chromebook will be provided.