

Doug Flutie, Jr. Foundation of Autism

Development Coordinator

Salary Range \$35,000-\$45,000

Framingham, MA

About the Flutie Foundation

The Doug Flutie, Jr. Foundation for Autism was established in 1998 by former NFL quarterback Doug Flutie and his wife, Laurie, in honor of their son, Doug, Jr., who was diagnosed with autism at the age of three. Over the last 21 years, DFJFA has impacted thousands of people and families affected by autism through several programs and initiatives. In addition to a robust annual general grant program, DFJFA provides technology supports, adaptive camp scholarships, community safety support, direct financial assistance to families, and employment opportunities for adults with autism.

Position Overview

A newly developed position, the Development Coordinator (DC) will primarily manage and grow the Foundation's peer-to-peer fundraising efforts, which includes managing teams in many endurance events including Boston Marathon and New York City Marathon. Additionally, the DC will assist in executing several other ongoing fundraising strategies and campaigns, including live and virtual events, year-end/annual campaign, third-party initiatives, and general stewardship and retention of donors and partners. This person will join a small but dynamic and action-oriented team, in this largely external-facing and relationship-building role. The DC will report to the Director of Development, and work closely with the Communications and Marketing Manager. Position will be 80% remote (work-from-home) until at least January 1, 2021. DC will be expected to work from Framingham, MA office once/week until then, and eventually attend meetings and events regularly throughout Greater Boston.

DEVELOPMENT COORDINATOR

MANAGE FOUNDATION PEER-TO-PEER FUNDRAISING PROGRAM (DOUGIE'S TEAM)

- Provide direct oversight and management of Dougie's Team for all races, activities, and virtual events, including but not limited to the Boston Marathon, Falmouth Road Race, New York City Marathon, Flutie 5K, and Walt Disney Marathon Weekend Events (5k-marathon).
 - Coordinate and manage the runner selection and fundraising processes.
 - Partner with running coach to ensure the runners feel supported and well prepared.
 - Create and manage all ongoing communication related to Dougie's Team, including team-wide emails, responding to inquiries from runners, and ensuring runners follow protocol and procedures related to communicating about the Foundation.
 - Monitor peer-to-peer fundraising trends and implement proven strategies to maximize revenue.
 - Provide creative and strategic direction to Dougie's Team for fundraising events to achieve individual goals.
 - Execute a plan for maximizing team participation to achieve revenue and engagement goals. Manage individual relationships with Dougie's Team members, focusing on excellent customer service throughout their race process, and strategize for team members' continued long-term involvement with the Foundation after their race concludes.
 - Oversee and manage the apparel process for Dougie's Team. Including the selection of attire, the proper collection of sizes, placement of orders, and organizing and executing distribution for all Dougie's Team runners.
 - Work with colleagues to strategize and execute the overall growth of the program, including additional races/opportunities.

GENERAL FUNDRAISING SUPPORT

- Working with the Director of Development, support the implementation of the Foundation’s fundraising campaigns and events (year-end, virtual and live events, donor/sponsor stewardship and renewal).
 - Perform a variety of administrative and external-facing tasks aimed at further engagement and stewardship of donors and other organizational stakeholders.
 - Coordinate and execute a schedule of direct mail appeals.
 - Serve as account manager for some corporate partners, foundations, and third party-event hosts, with goal of renewal and growth year-over-year.
 - Manage set up and reporting functions on all on-line event platforms.
 - Facilitate live and silent auction processes at annual gala and additional events throughout the year.
 - Coordinate external vendor relationships
 - Represent Foundation at third party events, marketing booths, networking events, virtual events, and other opportunities.
 - Recommend processes and policies that enhance the gift administration function, create efficiencies, and leverage matching gift revenues
 - All other duties assigned by the Director of Development and Executive Director, including operational and fundraising administrative duties
 - Support the Communications and Marketing Manager when needed.
 - Maintain a thorough knowledge of the Foundation’s programs and strategies and utilize this information to engage donors to support the work of Foundation through fundraising opportunities.
 - Provide friendly customer-centered service & represent the Foundation professionally and positively.
 - Position requires some late hours to cover evening and weekend events, including Boston Marathon weekend, Falmouth Road Race, New York City Marathon, Walt Disney Marathon Weekend, and team members’ individual fundraisers.

SKILLS, CHARACTERISTICS, COMPETENCIES, AND BACKGROUND REQUIREMENTS

- Passion for improving lives for people with autism, their families, and their communities
- Covid-19 has dramatically altered the work of The Foundation this year; therefore, we are looking for someone who is flexible and adept at dealing with change and ambiguity.
- Excellence in relationship-building with diverse people of all races, (dis)abilities, genders, sexual orientations, etc.
- Experience in organizing and leadership in personal life, volunteerism, and/or professionally
- 1-3 years revenue-generating experience in fundraising/development as volunteer, student and/or professional
- Ability to work independently, in a mostly remote setting
- Proficiency in using social media to communicate with and engage individuals and groups of stakeholders
- A passion for running/athletics, and teamwork
- Excellent written, verbal, and “on-video” communication skills
- Ability to effectively manage a wide array of tasks, projects, and responsibilities.
- Proficiency in in MS Office Suite
- Creative skills with experience programs such as Adobe Illustrator a plus

Flutie Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. Applicants of all races, colors, religions, genders, gender identities or expressions, sexual orientation, national origins, disabilities, ages, or veteran status, are enthusiastically encouraged to apply.