



Development Coordinator

Salary Range: \$45,000 - \$52,500

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 24 years, the Flutie Foundation has impacted thousands of people and families affected by autism through several programs and initiatives designed to help people with autism live life to the fullest. The Foundation also forges creative and impactful partnerships with autism self-advocates, families, organizations, and donors who share the goal of meeting the needs of people with autism today.

Position Overview

The Flutie Foundation is seeking a mission-driven professional skilled in project management to join our highly motivated, action-oriented team. This person will possess an openness and eagerness to learn while simultaneously taking action, all to benefit people and families affected by autism. The Development Coordinator is a highly-public facing individual and confident communicator that will support the Flutie Foundation's Development department on a wide array of fundraising initiatives including peer-to-peer campaigns, events, and community programs. Reporting to the Senior Development Manager, this individual will support the entire Development department through donor & volunteer relations, pipeline management, event logistics, and more, acting as an ambassador for the Flutie Foundation in the community. **This is a hybrid position with the expectation of frequent attendance at meetings and events within Greater Boston and throughout New England.**

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 encouraged to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Description

Peer-to-Peer Fundraising

Dougie's Team for Autism

- Grow the Dougie's Team program as one of the premiere endurance fundraising groups in the nation
- Advance opportunities for adaptive athletes in the sport of running through the Foundation's sponsorship of the B.A.A. Adaptive Program
- Provide fundraising support for fundraisers in multiple races including the Boston Marathon, New York City Marathon, Falmouth Road Race, runDisney Marathon Weekend, and more
- Create and manage fundraiser resources including online fundraising pages, digital collateral, physical collateral, etc.
- Coordinate team logistics for race weekends in various cities, training runs, and team events throughout the year

Fundraising Events

Flutie 5K for Autism

- Execute and expand of multiple Flutie 5K events across the country each year
- Coordinate race logistics for all Flutie 5K events, including the flagship race in Natick, MA
- Communicate with charity partners, event hosts, partners, participants, and sponsors to ensure all 5K events maximize both fundraising and participation
- Travel to satellite event locations to execute 5K race events in markets in New England and nationally

Third Party & Community Fundraising

Police Patch Program

- Coordinate logistics for the Foundation's ongoing Police Patch safety initiative each April
- Communicate with police & fire departments, community groups, and other public officials to provide a successful experience for participating cities and towns
- Activate with police departments and events across New England to advance partnerships with local law enforcement agencies

Corporate & Community Partnerships

- Attend site visits to local corporate partner locations, such as Jersey Mike's, to increase fundraising and advance community partnerships
- Assist with event logistics of individual fundraisers and community groups throughout the year
- Research new corporate partners, areas for activation, and opportunities for expansion of current partnerships and conduct related outreach

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Skills and Qualifications

- Passion for improving lives for people with autism, their families, and their communities
- Excellence in relationship-building and communication with diverse people of all races, (dis)abilities, genders, sexual orientations, etc.
- Comfort in an entrepreneurial, fast-paced, and ever-changing environment.
- 1-2 years' experience with customer/public relations, volunteer management, and/or fundraising
- Experience with endurance sports, especially running, a plus but not required
- Ability to complete work independently in a focused and timely manner while managing multiple projects at once
- Excellent technical skills including Microsoft Office and Google Suite. Familiarity with fundraising software, Canva, Monday.com, and/or Mailchimp a plus
- Reliable transportation to points across the Greater Boston area and throughout New England

Job Type: Full-time