

Job Description

Title: Development Specialist

Reports To: Development Director

Status: Full-Time | Hourly

FLSA: Non-Exempt

POSITION OVERVIEW

The Development Specialist, reporting to the Development Director, will provide essential capacity across KDO's development efforts, including fundraising operations, donor relationship management, communications, stewardship, grants, events, and community engagement. Working closely with the Development Director, this role will help ensure that KDO's relationship-building efforts are proactive, consistent, personalized, and sustainable over time.

The Development Specialist will play an important role in cultivating and retaining individual donors while also strengthening KDO's relationships with foundations, corporate partners, government entities, artists, and community stakeholders. This role requires consistent communication, timely follow-up, thoughtful engagement, strategic coordination, and accurate data management. The Development Specialist will bring care and attention to both the relational and operational sides of this work, helping ensure that every detail, follow-up, and opportunity is handled thoughtfully and consistently.

ESSENTIAL CAPABILITIES AND RESPONSIBILITIES

Donor Stewardship & Relationship Management

- Support the cultivation, stewardship, and retention of KDO's individual donors through timely, thoughtful, and personalized communication.
- Coordinate donor acknowledgments, impact updates, invitations, and other stewardship touchpoints.
- Maintain accurate records of donor interactions, preferences, commitments, and follow-up opportunities.
- Track and coordinate next steps following donor meetings, conversations, events, and other points of engagement.
- Support recurring giving and other strategies that encourage sustained donor support.

Development Operations & CRM Management

- Maintain accurate, timely, and organized donor and prospect information in KDO's CRM system.
- Support gift entry, acknowledgments, reporting, data management, and reconciliation.
- Develop and maintain systems, calendars, tracking tools, and workflows that support consistent fundraising and stewardship activity.
- Monitor deadlines, deliverables, and follow-up activities, ensuring timely completion and clear communication.

Development Communications

- Draft and coordinate donor communications, including personalized correspondence, newsletters, campaign updates, impact stories, and stewardship materials.
- Partner with KDO's Programming Team to gather stories, program updates, photos, and other content that help communicate KDO's impact.
- Ensure communications are aligned with KDO's voice and values.
- Support the Development Director in preparing donor meeting materials, briefing documents, talking points, impact reports, and other resources.

Grants & Institutional Support

- Support the preparation, submission, tracking, and reporting of foundation and other institutional grants.
- Maintain grant calendars and proactively track deadlines, reporting requirements, and stewardship opportunities.
- Coordinate ongoing communication and stewardship with foundation funders and other institutional partners.
- Support the collection of program information, outcomes, budgets, stories, and other materials needed for proposals and reports.

Events, Engagement & Team Support

- Support the planning, coordination, and follow-up for fundraising, donor cultivation, and community engagement events.
- Collaborate across the KDO team to coordinate relationship-building activities, meet deadlines, and ensure development efforts reflect KDO's programs and impact.
- Anticipate needs, take initiative, strengthen processes, and contribute to a positive, collaborative, and mission-centered team culture.
- Handle confidential donor and organizational information with discretion and professionalism.

Attributes

- **Mission-driven:** You care deeply about KDO's mission and the role the arts can play in children's lives.
- **People-oriented:** You genuinely enjoy building relationships, communicating with others, and creating thoughtful experiences for donors and community members.
- **Process-driven:** You are organized, detail-oriented, and energized by creating systems, tracking next steps, and ensuring commitments are followed through.
- **Collaborative:** You work well with others, communicate clearly, listen to different perspectives, and contribute positively to a shared goal.
- **Takes initiative:** You notice what needs to be done and take ownership of moving it forward, while keeping others informed and knowing when collaboration or input is needed.
- **Curious and adaptable:** You enjoy learning, asking questions, and finding ways to make processes more effective.
- **Strong priority management:** You can balance competing priorities, focus on what matters most, and ensure important tasks and goals move forward within established timelines.

- **Accountable:** You take ownership of your work, follow through on commitments, anticipate needs, and approach decisions with thoughtful consideration of their impact.
- **Inclusive and welcoming:** You value differences, approach others with curiosity and respect, and believe every child should have the opportunity to experience the joy and possibility of the arts.

Education/ Experience

- A bachelor's degree is highly preferred in a relevant area (Fundraising/Development, Arts Administration, Communication, Business, Administration, or related field); a high school diploma or GED is required.
- Two to three years of professional experience in a nonprofit and/or arts organization, including demonstrated success in development, project management, and/or event planning.
- Proven results in Networking, Outreach, CRMs, and Social Media platforms.
- Knowledge of marketing and graphic design is a plus.
- Experience in dance, the arts, and/or education.
- Practice in event coordination is preferred.

Required Skills/Abilities

- Strong proficiency with Microsoft Office Suite and Google Workspace, particularly spreadsheets, presentations, email, and shared calendars.
- Experience with or ability to quickly learn CRM systems; KDO uses NEON.
- Strong organizational and time-management skills with exceptional attention to detail and follow-through.
- Excellent written and verbal communication skills, with the ability to communicate thoughtfully and professionally with donors, colleagues, and community partners.
- Ability to manage multiple priorities, meet deadlines, and maintain accurate records in a fast-paced environment.
- Comfort using digital communication and collaboration tools, including social media, Zoom, and Google Meet.
- Ability to work occasional evenings and weekends with advance notice.

Additional Preferred Skills

- Experience creating basic communications or visual materials using Canva and/or Adobe Creative Suite.
- Familiarity with social media platforms including Facebook, Instagram, LinkedIn, YouTube, and Vimeo.

Physical Demands

The physical demands described here represent those an individual must meet to perform the essential functions of this job successfully.

- Ability to sit for extended periods of time while working on a personal computer.

- Frequently communicates with others and must be able to exchange clear and accurate information.
 - Occasionally may need to reach, stoop, or kneel.
 - Ability to lift at least 25 lbs, bending and reaching throughout the day as needed.
 - Willing to travel to on-site locations for stakeholder engagements and projects.
 - Able to conduct work in various environments with a wide variety of audiences.
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Compensation: \$20/Hourly (\$41,600 estimated annually), commensurate with experience.

Benefits, Culture, & More

Additional compensation packages include health insurance coverage options, retirement fund matching contributions (5% after one year of employment), generous DTO and holiday schedule, flexible (hybrid remote/in-person) work environment, and more.

To Apply:

Please submit your resume, cover letter, a writing sample, and a project management/organizational work sample. This may include examples of successful initiatives or projects you have led in previous roles.

Send your application with required materials to Executive Director Mónica M. Muñoz at mmunoz@kdoutreach.org. Please include "Development Specialist Application – [Your Full Name]" in the subject line. **Applications will be accepted through Monday, October 26, or until the position is filled. Anticipated start date is January 2027.**

EEO Statement

Kids Dance Outreach is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We are committed to a work environment that supports, inspires, and respects all individuals.