

**Organization:** Pedal the Cause

**Position:** Development Coordinator

**Reports to:** Director of Advancement



### **Organization Mission**

Pedal the Cause accelerates breakthrough cancer research at Siteman Cancer Center and Siteman Kids at St. Louis Children's Hospital by inspiring and mobilizing a community committed to curing cancer.

### **Position Overview**

The Development Coordinator is a critical member of the Pedal team as they support the strategic and administrative objectives of the Executive Director and Director of Advancement. The Development Coordinator is also integrally involved in the comprehensive work of the organization, including support for Pedal's annual Ride Weekend. The position requires in-office presence four days a week, with one day of remote work (Friday). Position to start in early March 2025.

### **Primary Responsibilities**

#### **Financial Tracking & Reporting:**

- Gain a comprehensive understanding of the organization's financial and donor database with the ability to quickly access data required by management for a variety of purposes.
- Ensure thorough and accurate data entry of donations into the donor database, producing confidential donor and prospect reports.
- Ability to collaborate with fellow team members to ensure accuracy across multiple financial inputs and reports.
- Prepare deposit slips and deposit checks into local bank accounts.

#### **Support for Fundraising Activities and Board/Committee Work:**

- Lead sponsorship support work including creation of sponsorship decks, commitment forms, and invoices. Responsible for tracking commitments, processing gifts, creating and sending acknowledgements, and help with sponsorship benefit fulfillment.
- Lead staff liaison for preparation of materials for Board of Director meetings, plus maintenance of board and committee rosters, board scorecards, and other support as needed.
- Lead for coordinating activities related to A World Without Cancer Day (AWWCD) including organization of volunteer efforts, tracking partner commitments, facilitating distribution of marketing materials to partners, and achievement of the ultimate fundraising goal.
- Lead for coordinating event details and implementing timelines for Champions Circle cultivation events, and other development-related events that occur.
- Assist with donor relations activities including phone calls, emails, meetings, and mailings.
- Assist with completing grant applications and identification of new development prospects/fundraising opportunities.

## **Skills and Qualifications**

### **Technical & Software Skills:**

- Experience/Strength in using a CRM system, preferably Salesforce
- Experience/Strength in using Microsoft Office Suite
- Experience/Strength in using Canva to create professional slide decks for presentations and meetings
- Oversight of Dropbox files – keeping them organized, clean, and up to date
- Ability to adapt to new technology and a modern office environment

### **Exemplify Pedal's professional, team-based, mission-forward, positive culture:**

- Provide first-class customer service to both external and internal stakeholders
- Possess strong interpersonal and verbal communication skills
- Positive attitude and outgoing personality
- Ability to work independently, as well as collaboratively, and to take initiative
- Thoughtfulness and ingenuity around continuous improvement
- Play an active and supportive role in Pedal's annual Ride Weekend, A World Without Cancer Day, Training Rides, and other institutional events
- Passionate about being an advocate for Pedal the Cause
- Opportunity to make a critical difference in the effort to achieve A World Without Cancer

### **Requirements:**

- 1-3 years of experience in a similar role
- Bachelor's degree
- Five-day work week (M-F)
- St. Louis based opportunity – primarily in office with flexibility to work some hours off-site

### **Key Employee Benefits:**

- Health Insurance after 30 days
  - 100% of premium cost paid for employees + 50% for dependents & spouse
- Short Term Disability
- Basic Life Insurance
- Voluntary Dental & Vision Insurance
- 401(k) Savings Plan after 90 days, with matching opportunity
- FSA or HSA
- Paid Time Off – 8 days annually after 90 days of service
- Paid Holidays – 10 days annually + year-end holiday office closure
- Cell phone reimbursement

### **Salary Range:**

- \$45,000 - \$55,000 depending upon level of experience
- 90-day review

Pedal the Cause is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To apply, email your cover letter and resume to [pam@pedalthecause.org](mailto:pam@pedalthecause.org).