

# CAVE CANEM

## **Title | Development Coordinator**

**Compensation** | The salary is \$62,400. This is an exempt position and benefits include medical and dental insurance, 401K match, generous paid time off, and professional development opportunities.

**Location** | Brooklyn, NY office in DUMBO

**Hours** | Hybrid/in-office [2 days in-person minimum] and remote schedule to be determined with the Executive Director. Office hours are Monday–Friday, 10 am to 6 pm.

**Who You Will Report To** | Executive Director

**Anticipated start date:** August 2024

## **About Cave Canem**

[Cave Canem](#) is a nonprofit organization, committed to cultivating the artistic and professional growth of Black poets. Founded by artists for artists, Cave Canem fosters community across the diaspora to enrich the field by facilitating a nurturing space in which to learn, experiment, create, and present. Cave Canem develops audiences for Black voices that have worked and are working in the craft of poetry.

Over the years, Cave Canem has grown from a gathering of 26 to become an influential movement with a renowned faculty, a high-achieving global fellowship of over 500 poets, and a workshop community of over 1,000. Core programs include community-based workshops; cross-cultural talks and readings by acclaimed poets and scholars; book prizes publishing new voices; and our flagship annual writing retreat for today's most promising poets of African descent.

## **The Role**

We are seeking a highly organized and motivated Development Coordinator to provide administrative and analytical support to the Development team and contribute to our mission of cultivating the artistic and professional growth of Black poets. The ideal candidate will be a proactive, detail-oriented individual who can efficiently manage administrative tasks, facilitate smooth communication, and support the team in their day-to-day activities.

***As the Development Coordinator, you will play an important role in assisting with the administration and support of Cave Canem's annual fundraising initiatives. Responsibilities include:***

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## Administrative Support

- Draft acknowledgement letters and other correspondence for donors and prospects.
- Work with vendors and mail houses to ensure that materials and data are ordered and provided on time in support of the annual appeals.
- Assist in prospect research and creating briefing documents for individual donors, institutional donors, and partnerships.
- Assist with departmental coding and budget tracking, as needed.

## Database Support

- Maintain Cave Canem's primary CRM, Kindful.
- Work extensively with Kindful and/or other platforms used by the development team to generate queries and exports needed for annual giving outreach or grant maintenance.
- Help to process and log all incoming individual and institutional gifts to the organization.

## Event Support

- Assist with planning, coordination and implementation of cultivation and fundraising events.
  - Includes preparing invitations, tracking RSVPs, creating name tags/managing sign-in, set-up/break down, writing briefings and talking points.

## Your Qualifications and Skills:

*To excel in this role, you should bring:*

- Excellent organizational and communications skills, impeccable attention to detail.
- Data management skills, strong interpersonal skills, a positive outlook, good judgment and the ability to manage several projects simultaneously in a goal-oriented environment.
- The ability to interface professionally with donors and maintain discretion with confidential or sensitive information.
- At least three years of relevant work experience required, or the equivalent combination of education and experience.

**To apply, please send a cover letter highlighting relevant experience, resume, the names and contact information of two references as a single PDF document by email to: [jobs@ccpoets.org](mailto:jobs@ccpoets.org), subject line: "Development Coordinator [your name]."**

**Applications will be accepted until the position is filled. Though we will not be able to contact all applicants, we hope to invite a first round of interviews in June 2024.**

Cave Canem is not just a workplace; it's a passionate community that believes in the power of poetry to change lives. We're committed to building a culturally diverse community and strongly encourage qualified female-identified candidates and candidates of color to apply.