

DEVELOPMENT ENGAGEMENT COORDINATOR

POSITION SUMMARY

The Development Engagement Coordinator is an outward-facing role focused on introducing Big Brothers Big Sisters of New Hampshire and Vermont (BBBSNHVT) to new communities, building awareness of our mission, and cultivating relationships that grow into meaningful and lasting partnerships. This position leads community outreach, engages businesses and individuals in our work, and develops connections that support the organization financially through match activities and other mission-advancing ways. The Development Engagement Coordinator will steward and strengthen relationships with corporations, small businesses, community groups, and individual supporters, ensuring partners, sponsors, and donors feel connected to BBBSNHVT and clearly see the personal, business, and mission impact of their involvement. The person in this role will bring a natural ability to manage relationships, think creatively, and identify varied opportunities for both financial and community investment, always keeping our mission at the forefront. This position also plays an important part in keeping our Bigs engaged by helping enhance match activities and ensuring volunteers feel supported and connected to the heart of our work. This position will secure sponsorships for fundraising events and manage a personal portfolio of partners to help meet revenue goals and drive meaningful impact for youth across New Hampshire and Vermont with a primary focus on Vermont.

DUTIES & RESPONSIBILITIES

- Oversee and manage a portfolio of corporate partners to the organization including sponsors, collaborative partnerships, etc., developing and steering them to achieve the organization's strategic revenue goals.
- Effectively communicate to new corporate sponsors, partners, and donors the value of BBBSNHVT mentoring and services provided at no cost to youth.
- Effectively work and communicate with the Program and Communication Team to integrate corporate partnerships and individual giving.
- Play an integral role in the growth of our match activities, relationships with Bigs, Alumni program and monthly giving program (The Impact Circle).
- Build deep, powerful, and dynamic relationships with current and prospective partners, focused on developing their passions and fulfilling their expectations of experience and impact.
- Lead the implementation, activation and stewardship plans designed to retain and grow partner engagement, community-building, and mission investment.
- Build the prospect pipeline for fundraising, corporate and event partnerships, and investment opportunities across the organization.

- Continually identify new assets, engagement and partnership opportunities within our programs and platforms.
- Apply a data-driven approach to set and achieve revenue and relationship goals for the organization, seeing them as opportunities to sell the mission and strengthen communities and partnerships.
- Represent and speak on behalf of BBBSNHVT at events, fundraisers and meetings as needed.
- Be ready, willing, and able to take on other duties as assigned.
- Represent BBBSNHVT in community outreach activities such as recruitment and intern fairs as well as other agency gatherings to present both Community Based and Site Based mentoring information when appropriate.
- Attend regional BBBSNHVT fundraising events.
- Promote the mission with excellent customer service within and outside of the BBBSNHVT network.
- Additional duties as assigned.

EDUCATION & QUALIFICATIONS

- Bachelor's degree required.
- Strong interpersonal skills; demonstrated ability to develop and maintain professional relationships at all levels of the organization and build successful and effective relationships.
- Minimum 1 to 3 years of experience in non-profit development or similar for-profit client and partner services role/sales. Experience with stewarding corporate and/or individual donors.
- Experience in stewarding long term donor/business partner relationships.
- Excellent written, verbal, and interpersonal communication skills, plus proven public speaking skills.
- Ability to create and present organizational information and report data in a captivating and visually appealing format to our partners.
- Experience in or collaboration with marketing and communications is a plus, including experience writing media releases, creating print and digital advertisement assets, and collaborating on marketing campaigns.
- Experienced in the use of modern fundraising technologies and Salesforce.
- Ability to problem-solve, respond to changing priorities, and meet deadlines.
- Proven ability to manage and cultivate partners and effectively grow the pipeline of corporate partners.
- Experience in sales process and closing skills – ability to establish credibility, be decisive, and influence others and influence change.
- Ability to customize and tailor the structure of a given partnership to meet the specific requests of that partner, while acquiring necessary funding and opportunities to further the organization's mission.

- High energy level, self-starter, and willing to take initiative.
- Must have experience and be comfortable with cold calling.
- Must have a successful performance record of solicitations and closing deals/partnerships- for profit or non-profit.
- Ability and willingness to travel within the regions we serve.
- Proficiency in MS Office Suite; working knowledge of Salesforce a plus.
- Proficiency in presentation tools such as MS PowerPoint, Canva, or similar.
- Valid state-issued driver's license.

WORK ENVIRONMENT

This is a full time (40 hours per week) remote position (residing in Burlington VT or surrounding area). This position will require travel within our service regions – VT(primary): Burlington, and Brattleboro, and NH (secondary): Seacoast, Central, Lakes, and Monadnock Regions. As a member of the BBBSNHVT team, there will be an expectation to participate in some evening and weekend events.

BBBSNHVT offers non-profit competitive pay, an extremely generous benefits package, ample vacation days, and separate paid time off plus paid holidays. Management believes in helping our staff members learn and grow, offering professional development opportunities whenever applicable. We also believe in connecting as a team regularly which will require travel.

BBBSNHVT values diversity and inclusion and we are proud to be an Equal Opportunity Employer.

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