

# Development Coordinator

[2026 - 2027 SY]



BROOKLYN  
INDEPENDENT  
MIDDLE SCHOOL

Founded in 2019 by two longtime educators, [Brooklyn Independent](#) was created to reimagine the middle school experience for students, families and staff. We're built to disrupt the NYC education system by offering a much-needed alternative for families searching for an elevated, personalized, diverse education experience for their children. We know kids and families deserve more than what is often offered in the public school system but understand that private school can be unapproachable. At BKI we fill that gap – not with the rigor or traditional structure that has become the norm – but with *care*. We take an approach to learning that engages each individual student's curiosity, creativity, and humanity because we care to do things differently.

## The Opportunity

BKI is seeking an organized, energetic, and detail-oriented Development Coordinator to drive the execution of our fundraising activities. The Development Coordinator will have a “behind the scenes” look at the interworking of supporting a start-up school. This is a hands-on, outreach-focused role for someone who thrives on managing moving pieces — annual appeals, events, donor stewardship, and campaign logistics — and who wants to grow within a mission-driven development team.

The Coordinator works closely with the Co-Founder to keep campaigns, events, and major donor engagement running smoothly while also serving as a key storytelling partner. Strong written communication skills are essential, as this role will help translate the impact of BKI into compelling communications that deepen relationships, inspire giving, and strengthen community engagement across multiple audiences.

This role is ideal for someone who enjoys balancing operations with relationship-building and understands that thoughtful communication is central to effective fundraising.

Responsibilities include, but are not limited to, the following:

### Communication Support <Busy Season: Year Round>

- Develop and execute a social media and communication strategy and project plan
- Write and design engaging monthly donor newsletter communication

### Campaign Support <Busy Season: August -December>

- Drive the execution of annual appeals (Online Fall Peer-to-Peer Fundraiser and Auction) across direct mail, email, and digital channels—coordinating timelines, drafting and segmenting communications, and tracking results using MailChimp platform
- Maintain all donation tracking and donor acknowledgement

### Event Support <Busy Season: March - May>

- Plan and manage fundraising and stewardship events from concept through execution, including logistics, vendors, invitations, volunteers, and day-of coordination.

- Maintain accurate attendance of attendees and compose follow-up stewardship/cultivation communication

### **Donor Cultivation & Stewardship Support <Busy Season: Year Round>**

- Support the Co-Founder in managing her major donor portfolio—scheduling cultivation touchpoints, preparing briefing materials, tracking outreach, and maintaining timely follow-up systems.
- Maintain accurate donor records in the CRM; ensure timely gift entry, acknowledgment letters, and stewardship correspondence.
- Help engage board members in cultivation and solicitation efforts by providing materials and tracking participation
- Generate reports and pull data to support appeals, events, and donor segmentation.

### **Office Support <Busy Season: Year Round>**

- Basic support of Co-Head of School including: photocopying, filing, updating contact information, running errands for meetings and events
- Coordinating and scheduling meetings for Co-Head of School
- Maintenance of space
- Maintenance of website

### **Who You Are**

Our ideal candidates have an unwavering commitment to equity work in the education space. Beyond that, you are:

- **Reliable and Dependable:** You pride yourself on being the “go-to” person for others around you. You are a planner, like to get ahead, and are deeply present for those around you.
- **A People Person:** You find joy and fulfillment developing relationships. You pride yourself in knowing individual details about stakeholders and believe that authentic relationships are a crucial component of community development.
- **A Strong Storyteller:** You enjoy bringing stories to life through writing and understand the power of strong communication to build community and inspire action. Whether drafting newsletters, donor communications, campaign materials, or community updates, you are able to write clearly, warmly, and with attention to detail.
- **Flexible and Adaptable:** When the need to be flexible or adapt arises, it does not interfere with your ability to be successful and stay positive.
- **Relentlessly Positive and Optimistic:** You have a strong sense of humor and perspective that allows you to approach inevitable conflicts and difficulties with optimism. When faced with a problem, you can make space for the feelings that arise without succumbing to placing blame and always look to find solutions.
- **Skilled at Communication:** You communicate quickly and proactively. You know the importance of listening and asking questions. You deeply value high levels of hospitality and go above and beyond to make sure each person you interact with feels your warmth and care.

### **Qualifications**

- 3–5 years of nonprofit fundraising, development, or events experience.
- Strong organizational and project-coordination skills, with excellent attention to detail and follow-through.
- Experience supporting annual appeals and/or planning and executing fundraising events.
- Solid writing skills and comfort drafting donor communications.
- Proficiency with a CRM/donor database and standard office/productivity tools.
- A collaborative, can-do approach and enthusiasm for BKI's mission of educational access, equity, and inclusion.
- Familiarity with Google Suite: Drive, Sheets, PowerPoint, and Docs
- Preferred, but not required: Canva and/or Photoshop

## **Interview Process**

We want our candidates to know us when they join the team. That is why our interview process is more extensive but it means we can both say “YES!” with confidence. As such, **our interview includes an in-person interview and a performance task, for which you will submit a written project plan for a provided scenario.**

## **Hours and Compensation**

This role is a part-time position ranging between 15-20 hours a week, and a compensation range of \$35-50 per hour. The rate per hour will depend on various factors that may include but are not limited to professional experience, education, training and certifications. The role will begin **in person** to ensure the Coordinator develops a deep understanding of BKI's culture, community, and programs. Because this position serves as an ambassador for the school through storytelling, relationship-building, and outreach, developing firsthand knowledge of the student experience is essential before transitioning to a more flexible or remote schedule.

The position requires occasional evenings for events.

## **Equity Statement**

Brooklyn Independent is an equal opportunity employer and is committed to building a culturally diverse faculty and staff. BKI does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, veteran, or military status. We are committed to the inclusion of all qualified individuals in the hiring process.

## **How to Apply**

Please complete a short questionnaire and submit a resume on our website - <https://www.bkindependent.org/careers>