



Development Coordinator

Lexington Market Inc.

The Development Coordinator works closely with President / CEO to secure funding, sponsorships, and grants. This position serves as the primary contact for fundraising, donors, sponsorships, and grants for Lexington Market Inc. (LMI) and Baltimore Public Markets Corporation (BPMC).

Responsibilities:

- Support the President in the creation and implementation of the Development Plan that incorporates a range of strategies including sponsorships, donations, grants, corporate and individual appeals, social media and special events.
- Assist with the production and implementation of appeal campaigns and other fundraising communications and strategies.
- Write grant proposals in partnership with Development Consultant.
- Research and identify prospective new donors and proactively initiate sponsorship and funding requests.
- Coordinate all aspects of fundraising events and activities.
- Work closely with the Marketing Director to leverage the power of social media, internet presence, printed materials, and technology use to cross promote LMI & BPMC messaging.
- Work directly with management team to manage grant reporting workflow and oversee day to day milestones for reporting.
- Manage donor database including data entry.
- Remain up to date on the latest fundraising techniques to attract new donors and adopt new practices to further the non-profit's fundraising goals.

Competencies:

1. Communication
2. Building Coalitions
3. Business Acumen
4. Conflict Resolution
5. Interpersonal Effectiveness
6. Flexibility & Adaptability

7. Marketing and Industry Insight
8. Technology Expertise

Position Type/Expected Hours of Work:

- This is a full-time non-exempt position on-site at Baltimore Public Markets and Lexington Market
 - Occasional evening and weekend work will be required
 - The minimum salary for this position is \$40,000 and increases according to experience.
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Apply to: <https://baltimoremarkets.org/> <https://lexingtonmarket.com/>

LinkedIn

Indeed

All Applicants are Required to Submit Resume and Cover Letter

Lexington Market, Inc. and Baltimore Public Markets Corp. are Equal Opportunity Employers

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, veteran status, non-job-related disability, or any other protected group status.