



Title: Development Coordinator
Reports To: Development Director
FLSA: Exempt

Position Summary

The Development Coordinator is a frontline fundraiser responsible for cultivating donor relationships, securing financial support, and helping achieve Communities In Schools of Hampton Roads' annual fundraising goals. Working closely with the Development Director, this position manages a portfolio of donors and prospects, conducts donor outreach and solicitations, cultivates corporate and foundation relationships, coordinates stewardship activities, and executes fundraising initiatives that directly contribute to the organization's annual fundraising goal. The Development Coordinator is expected to independently manage assigned fundraising initiatives while helping build a sustainable, relationship-centered development program.

This position offers an opportunity for an emerging fundraising professional to build a donor portfolio, develop frontline fundraising experience, and play a key role in expanding the organization's philanthropic support.

The Development Coordinator reports to the Development Director and works collaboratively with the CEO, Marketing Coordinator, Events Coordinator, Board members, volunteers, and community partners.

Qualifications and Skills

- Bachelor's degree in communications, marketing, business, public administration, nonprofit management, or another relevant field, or an equivalent combination of education and professional experience.
- Two to five years of experience in fundraising, sales, donor relations, customer relationship management, or community engagement.
- Exceptional writing, editing, and proofreading skills with strong grammar and attention to detail.
- Excellent verbal, interpersonal, and presentation skills.
- Demonstrated ability to build authentic relationships with donors, volunteers, and community partners.
- Strong organizational skills with the ability to manage multiple projects and deadlines.
- Experience using donor databases or CRM systems; Bloomerang experience is a plus.
- Proficiency with Google Workspace (Docs, Sheets, Drive, Gmail, and Calendar).
- Ability to analyze donor information and identify fundraising opportunities.

- Ability to exercise discretion and maintain confidentiality regarding donor information.
- Ability to work independently while collaborating effectively with a team.
- Ability to work occasional evenings and weekends to support fundraising events, donor meetings, and community engagement activities.
- Valid driver's license, reliable transportation, and ability to travel throughout Hampton Roads.

Salary Range

\$50,000-\$60,000 annually, commensurate with experience.

About Communities In Schools of Hampton Roads

At Communities In Schools of Hampton Roads, we believe every student deserves the opportunity to succeed, regardless of the obstacles they face. By partnering with schools, businesses, and community organizations, CISofHR connects students with the relationships and resources they need to stay in school and thrive. Our fundraising team plays a vital role in making that mission possible. This is an exciting opportunity to join a growing development team and help shape the future of fundraising at Communities In Schools of Hampton Roads.

Application Process

Click here to apply: [Development Coordinator Position - Job Application](#)

Interested Candidates should submit:

- Resume
- Cover Letter
- Completed Application

After reviewing all applications, the top 5 candidates will be selected to move forward in the interview process.

Please ensure your cover letter clearly explains:

- Why you are interested in the role
- Your experience with donor portfolios, fundraising, outreach, and solicitations
- How you believe you can help CISofHR continue improving organizational performance

Communities In Schools of Hampton Roads is an Equal Opportunity Employer committed to building a diverse workforce dedicated to improving outcomes for students, families, and communities throughout Hampton Roads.