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Now Hiring Development Coordinator

Join our team at the YMCA!
We're looking for a dedicated Development
Coordinator!

www.ymcagreaterprovidence.org

Location: 1 Virginia Avenue, Suite 201, Providence, RI, 02905, United States

Base Pay: \$20.00 - \$25.00 / Hour

Employee Type: Code 1 – Full-Time

Required Degree: 4 Year Degree

Manage Others: No

Minimum Experience: 3 Years

Name: Jade Ford

Email: jford@gpymca.org

Description

Position Summary

The Development Coordinator plays a key role in supporting the fundraising and development efforts of the Greater Providence YMCA. This position coordinates the administrative and operational functions of the Development department, with primary responsibility for maintaining donor data integrity, processing and acknowledging gifts, tracking donor and prospect activity, and preparing reports. The Development Coordinator also supports fundraising campaigns, special events, and donor communications. This role works under the direction of the Senior Director of Development and collaborates closely with the grant writer, finance department, and other internal partners to advance the Y's mission and revenue goals.

Essential Duties

- Accurately record and process contributions received through mail, online platforms, ACH, and other channels in Daxko.
- Enter and track pledges received through workplace giving campaigns.
- Draft, produce, and manage timely gift acknowledgements and donor thank-you letters.
- Create and maintain records for new donors and prospects.

- Ensure data integrity by maintaining accurate, up-to-date donor information and performing routine database maintenance in Daxko.
- Prepare daily and weekly donation reports, trackers, and summaries for the Development team.
- Track and report on the results of direct mail and digital fundraising campaigns.
- Create mailing lists and perform data mining and exports to support appeals, communications, and reporting needs.
- Assist with posting and scheduling development-related content on social media to support fundraising campaigns, events, and donor engagement.
- Support the creation of development campaign materials across mail, print, and digital platforms.
- Coordinate and track in-kind donations.
- Assist with corporate volunteer engagement and coordination.
- Conduct basic fundraising prospect research to support donor cultivation and stewardship efforts.
- Serve as a point of contact for donor inquiries via phone and email, ensuring timely and professional responses.
- Assist with the planning and execution of fundraising events and special initiatives.
- Provide administrative and operational support aligned with the revenue growth strategies of the Development team.
- Complete assignments and special projects in a timely, accurate, and efficient manner.
- Participate actively in team meetings, trainings, and organizational events.
- Provide occasional evening and weekend support for events and campaigns, as needed.
- Perform other related duties as assigned.

Qualifications

Knowledge, Skills & Abilities

- Knowledge of basic administrative practices, scheduling, and office operations.

- Skill in using Canva and Microsoft 365 (Outlook, Word, PPT, Excel, SharePoint) to create and manage documents, lists, and communication.
- Ability to perform accurate data entry in CRM systems; Daxko and GiveSmart experience a plus.
- Strong organizational skills with the ability to prioritize tasks and support multiple stakeholders.
- Attention to detail and accuracy, especially in data, documentation, and letter/receipt processing.
- Strong verbal and written communication skills.
- Strong problem-solving skills and the ability to work independently.
- Ability to maintain confidentiality and handle sensitive information professionally.
- Ability to balance tasks and work collaboratively in a fast-paced, operational environment.

Education and Experience

- Bachelor's degree and/or 3 years of experience in non profit, or fundraising environment; or equivalent combination of education and experience.
- Prior exposure to CRM systems and database tools.

Summary

YMCA of Greater Providence Team Standards:

- Know our mission and be able to tell our story.
- The mission of the YMCA of Greater Providence is to build healthy spirit, mind and body for all, through programs, services and relationships that are based on our core values of caring, honesty, respect and responsibility.
- Honor your colleagues by being on time, present and fully engaged at all times.
- If you disagree, propose a solution.
- Be accountable for results.
- A commitment to valuing and acting as one YMCA as evidenced by referring to ourselves as employees of the YMCA of Greater Providence.

- Display leadership that requires not only skill, but energy, passion, optimism and creativity.
- Build open and honest communication. Face to face, or voice to voice, is the preferred method of communication with email for information sharing only.
- Deliver exceptional service that is of high value. Build a positive staff team. Be friendly.