

Development Coordinator

Our Benefits Include:

- Generous employer contributions toward medical insurance, including deductible assistance
- Paid dental coverage
- Optional vision insurance
- Paid sick and personal time
- Employer-paid life insurance
- Tuition assistance after one year of employment
- Employee Assistance Program (EAP)
- Designated annual health insurance wellness reimbursement for gym memberships and weight-loss programs up
- Discounted membership at Healthtrax Fitness & Wellness Center
- 403(b) retirement plan with employer contribution and matching opportunities
- Monthly employee recognition and appreciation programs

Pay: 50,000\$ – 52,000\$

Qualifications

- Bachelor's degree in Nonprofit Management, Communications, Business, or a related field.
- Experience in grant writing, fundraising, resource development, or a related field.
- Proven track record of successful fundraising, grants, and corporate sponsorships.
- Exceptional written and verbal communication skills.
- Strong organizational and project management abilities.
- Ability to work independently and as part of a team.
- High level of integrity, creativity, and dedication to the organization's mission.

What You'll Do

- Grant Management:

- o Identify and research grant opportunities from government agencies, foundations, and corporations.
- o Write and submit grant proposals and reports.
- o Track grant applications and ensure compliance with grant requirements and deadlines

- Campaign and Event Management:

- o Plan and execute fundraising campaigns, including annual appeals, capital campaigns, and online fundraising initiatives.
- o Organize and manage fundraising events, such as galas, auctions, and benefit concerts.
- o Coordinate volunteer committees and staff involved in fundraising activities.

- Marketing and Communications:

- o Collaborate with the leadership team to create compelling fundraising materials and campaigns.
- o Utilize social media, email, and other communication channels to engage donors and promote fundraising initiatives.
- o Prepare press releases, newsletters, and other communications related to resource development.

- Performs additional duties as assigned

Who We're Looking For

You may be a great fit if you are:

- A **strong and persuasive writer**, particularly with grant writing or fundraising experience.
- An excellent communicator who enjoys **building relationships**.

- Highly organized and able to manage multiple projects and deadlines.
- Creative, collaborative, and comfortable turning ideas into action.
- Someone who believes fundraising is about more than dollars—it's about **connecting people with a mission they care about**.

A Few Things to Know

This position may occasionally require **evening or weekend availability** for events and meetings. The Development Coordinator must also be able to **travel as needed** for donor visits, meetings, and events.

Turn relationships, ideas, and opportunities into meaningful impact.

Are you a strong writer, relationship-builder, and creative thinker who enjoys bringing people together around a mission? We're looking for a **Development Coordinator** to help grow the resources and partnerships that make our work possible.

In this role, you'll be at the heart of our fundraising and development efforts—identifying new opportunities, telling our story through compelling grant proposals and communications, engaging donors, and helping create memorable fundraising campaigns and events.

Why This Role Matters

Every grant secured, donor engaged, campaign launched, and relationship strengthened helps expand what our organization can accomplish. As our Development Coordinator, you'll play an important role in ensuring we have the resources to continue making a meaningful difference in the communities we serve.

Ready to put your writing, creativity, and relationship-building skills to work for a mission that matters? We'd love to hear from you.