



## MANASOTA BRANCH

### **Development Coordinator (Contract Position – Grant Funded, 2 Years)**

**Organization:** Manasota ASALH

**Location:** Remote (Florida-based) with required travel to Sarasota for events

**Contract Type:** Independent Contractor

**Duration:** 24 months (grant funded) with possible renewal depending upon funding

**Compensation:** \$65,000

### **Position Overview**

Manasota ASALH is a fast-growing nonprofit experiencing significant expansion in donor engagement, programming, and community impact. The Development Coordinator will play a key role in supporting this growth by strengthening fundraising operations, enhancing donor stewardship, and helping build the infrastructure needed for long-term sustainability.

A major priority for this role is assisting with the setup, organization, and ongoing management of our donor-management database to ensure accurate tracking, seamless communication, and strong stewardship practices.

This position is ideal for an innovative, detail-oriented, relationship-driven professional who thrives in a mission-focused environment and can work independently while supporting a dynamic and expanding organization. This position reports to the Executive Director and works collaboratively with other financial officers within the organization.

### **Key Responsibilities**

#### **Donor Relations & Stewardship**

- Manage donor acknowledgments, thank-you letters, and stewardship touchpoints
- Maintain accurate donor records in Neon CRM
- Assist with donor research and prospect identification
- Support donor retention and cultivation activities

#### **Donor Database & Systems Support**

- Assist in setting up, organizing, and optimizing the donor-management database
- Ensure accurate data entry, segmentation, and reporting
- Help develop processes and best practices for donor tracking and stewardship
- Support integration of fundraising tools and systems as needed

## **Fundraising & Development Operations**

- Support annual fundraising campaigns and appeals
- Assist with grant tracking, reporting deadlines, and gathering documentation
- Help prepare development materials, presentations, and donor updates
- Maintain fundraising calendars and timelines

## **Event Support**

- Assist with planning and execution of fundraising events, membership events, and community programs
- Attend Sarasota-based events as needed (occasional evenings/weekends)
- Coordinate event logistics, guest lists, registration, and follow-up

## **Communications & Marketing Support**

- Draft donor-focused content for newsletters, social media, and website updates
- Support storytelling efforts that highlight program impact
- Assist with marketing materials for events and campaigns

## **Administrative & Data Management**

- Maintain organized development files and documentation
- Track metrics, donor activity, and fundraising progress
- Provide general administrative support to the Executive Director as needed

## **Qualifications**

- Experience in nonprofit development, fundraising, or administrative support
- Strong writing and communication skills
- Familiarity with donor databases (Neon CRM experience preferred)
- Highly organized, detail-oriented, and able to manage multiple deadlines
- Comfortable working remotely and independently
- Ability to attend in-person events in Sarasota
- A strong commitment to the mission of ASALH, including the protection, preservation, and celebration of Black history

## **Education:**

- **Bachelor's degree preferred** in a related field such as:
  - Nonprofit Management
  - Communications
  - Business Administration
  - Public Administration
  - Marketing
  - Fundraising/Philanthropy
  - Or a related discipline

## **OR**

- **Equivalent professional experience** in nonprofit development, fundraising, donor relations, or administrative support.