

## **Development Coordinator**

**Development Coordinator Duties:** Under the supervision of the Development Manager, the Development Coordinator is primarily responsible for fundraising, development and volunteer activities for the agency. Coordinate annual direct mail campaign, maintain and update donor database; research donor prospects, helps to secure in-kind donations and other development activities as needed.

**Requirements:** Bachelor's degree required with emphasis in Public Relations, Journalism, Marketing or related field. 5 years experience working in public relations and/or fundraising. Excellent research and computer skills needed. Ability to manage several complex projects and proposals simultaneously with strict deadline pressure.

Please apply at: [www.srvs.org](http://www.srvs.org)