**Position Title:**
Development Coordinator

**Working Hours:** 37.5 hours week, Monday-Friday. Availability to work occasional nights and weekends.

**Employment Status:** Exempt

**Reports to:** Executive Director

**Salary:** $48,000-$52,000 depending on experience

**Benefits:** PTO, Health and Dental

This position can be in-person in San Francisco, or it can be remote.

**About NYF**
For over 30 years, NYF has been hard at work supporting Nepal’s journey by educating, healing, sheltering, and freeing its children. Lasting, sustainable change comes slowly. The work is multifaceted, complex, and deep-rooted. Each transformation is an inspiration.

With holistic programs developed, led, and implemented by Nepalese citizens on the ground in the communities we serve, NYF focuses on providing children with the core gifts of Education, Health, Shelter, and Freedom.

These entwined values support the strong, healthy childhood development that forms the framework of independent and joyful adulthood. The kids we serve have vivid, beautiful, worthy dreams. We’re helping them make their world even better.

[www.nepalyouthfoundation.org](http://www.nepalyouthfoundation.org)

**Development Coordinator**
Acting as a foundation of our daily operations, NYF’s Development Coordinator has a commitment to our mission, excellent problem-solving ability, and razor-sharp attention to detail. Their primary responsibility is to manage NYF’s database, including list generation, ensuring the accurate and timely processing of donations, and generating letters thanking donors.

Working in close collaboration with the Development Manager and other members of the NYF staff, the Development Coordinator helps to implement many of NYF’s fundraising, marketing, and communications efforts. Primary tasks include social media editorial and content management, research, photographic management, assisting with
grants, donor appeals and stewardship, and the production of an annual fundraising event.

Strong computer skills (particularly Word & Excel) are crucial, and experience with a CRM or donor database is ideal (but, training is available). Business hours are Monday-Friday, with occasional nights and weekends.

**Job Responsibilities**

**Data Processing & Acknowledgements**
- Timely processing of incoming donations (cash, checks, credit cards, etc.), entering them into Raisers Edge, and generating thank you letters
- Generating lists and reports for the Finance and Development team as needed
- The following responsibilities will be carried out with guidance and supervision from the Development Manager:
  - Maintaining and correcting the donor database, adding new records, and making recommendations for ways to improve our use and record-keeping
  - Managing monthly recurring donor program and following up with lapsed or expired recurring gift donors
  - Managing workplace giving program and following up with matching gift requests and confirmations

**Fundraising**
- Appeals: In collaboration with the Director of Development and Development Manager, assisting with the production process of direct mail and online appeals, including online donation forms; providing support for writing and editing appeals; and maintaining archives
- Third Party Fundraisers: Managing third party fundraisers; writing gift/project descriptions and reports; assisting in donor cultivation; and improving NYF’s presence, ratings, and reach on existing platforms
- The following responsibilities will be carried with guidance and supervision from the Development Manager:
  - Donor Stewardship: Assisting with ongoing best practices such as generating new donor packets, timely thank you messages, etc.
  - Sponsorship: Assisting in maintaining NYF’s Sponsorship Program, including tracking new sponsors, renewals, and generating mailings

**Events**
- Assisting with logistics and production tasks for events; producing event communications and collateral
- Tracking event RSVPs and donations

**Communications**
- Contributing to overall vision and strategy for donor communication
- Communications Calendar & Editorial Assistance: Assisting in the creation of NYF’s annual Communications Calendar and development of stories and content for use in all NYF publications and online communications, including gathering of source documents, background research, and fact checking

- Social Media Management: Creating and maintaining monthly editorial calendar for regular (2-3 X per week) social media postings; maintaining shared project schedules in collaboration with the Nepal team and NYF Chapters; responding to all supporter inquiries and messages; and assisting with donor stewardship

- Website Management: Ensuring current content, generating copy, and making updates to NYF’s website

- Maintaining NYF’s archive of online and print communications; including but not limited to Direct Mail Appeals, Annual Report, Emails, and Newsletters

- Organizing and maintaining photo/graphic archives

**General Support**
- Responding to phone and email inquiries and assisting with various office tasks
- Assisting with in-house mailings

**Experience and Qualifications:**
- Effective communicator, organized, problem solving & customer service skills
- Outstanding written and oral communication skills (strong grammar, proofreading, and creative writing)
- Proficient in using website and social media platforms; understanding of online communication styles, including the use of photos and videos to tell a story; and vision for creating social media presence and brand
- Motivated, punctual, and capable of working in a small, collaborative team
- Ability to maintain a positive working relationship with staff and donors
- Must be detail-oriented and solution-oriented
- Demonstrated office experience, managing and communicating information quickly and accurately
- Strong computer skills (particularly Word & Excel), and experience with a donor database (ideally Raiser’s Edge) is preferred
- Availability to work occasional nights and weekends