



Position Description

Position Title: Development Coordinator
Reports To: Associate Director of Development

SUMMARY

One To World is seeking a full-time, entry-level, Development Coordinator to help meet the organization's individual, institutional, and benefit fundraising goals.

One To World is a New York City-based non-profit organization whose mission is to advance global cooperation and foster intercultural understanding. To this end, we bring Americans together with international university students and Fulbright Scholars from around the world to share their lives and perspectives in life-changing ways.

This position requires exceptional attention to detail, demonstrated experience writing in a clear and articulate manner, and the ability to interact comfortably with high-level philanthropic, corporate, and academic leaders. The ideal candidate is a high-energy team player with a strong ability to manage up and follow through, is passionate about international education, and is excited by the challenges of a small but fast-paced non-profit.

QUALIFICATIONS

- Bachelor's Degree
- Outstanding organizational skills with exceptional attention to detail
- Administrative experience, ideally in a development office
- Confident self-starter; ability to prioritize and juggle multiple assignments
- Strong writing and editing skills
- Excellent oral and written communication skills; intercultural sensitivity a must
- Experience in database management (Raiser's Edge a big plus) and record keeping
- Proficiency in Microsoft Office (Excel, Outlook, Word, and Publisher)
- Ability to troubleshoot and implement systems that contribute to an efficient working environment
- Experience with web-content management, html newsletters, desktop publishing or social media a plus
- High energy and enthusiasm for the position; willingness to go the extra mile and do what it takes to get the job done
- Creative, a sense of humor, "can-do" attitude, outgoing and friendly personality

RESPONSIBILITIES

The Development Coordinator will help implement strategies to meet the organization's annual fundraising goals, working closely with One To World's Executive Director, Associate Director of Development, consultants, and Board of Directors.

I. Individual Giving and Donor Cultivation (20%)

- Work with the development team to create and prepare individual giving appeals
- Assist with large-scale mailings; coordinate volunteer recruitment with the Administrative Coordinator
- Assist in the planning and execution of cultivation and stewardship programs and activities for donors

- Create fundraising and stewardship e-blasts using Constant Contact
- Assist in creation of social media fundraising campaigns (Facebook, Instagram, Twitter)
- Research individual donor prospects as time permits

II. Foundation/Corporate Grants Management (20%)

- Maintain calendar of current grants, pending grant proposals, and prospective grant proposals; ensure all deadlines are met
- Assist with grant stewardship and draft acknowledgements
- Assist with pitches and draft proposals, supporting materials, and reports
- Research foundation prospects as directed

III. Annual Benefit Gala (40%)

- Assist with planning and organizing One To World's annual benefit dinner
- Assist the Development Team with the management of all benefit-related data
- Manage and execute various benefit event mailings; coordinate volunteers with the Administrative Coordinator
- Follow-up with all current and prospective donors and guests via phone and e-mail

IV. Gift Processing and Data Management (20%)

- Process all incoming gifts and prepare acknowledgements
- Help maintain the integrity of the donor records/database via regular maintenance and data-cleaning
- Perform data-entry as needed

V. Other Duties

- Assist with the development of content and monitor the functionality of the fundraising areas of the organization's website
- Represent One To World to diverse constituencies
- Assume additional tasks as necessary and mutually agreed upon for the successful implementation of development strategies and general office well-being

Salary: \$40,000 Annually. Generous benefits package available.

To apply: Please send a cover letter and résumé to Associate Director of Development Hara Connell, hara@onetoworld.org. Please put Development Coordinator in the subject line.