



# Development Coordinator

**Reports to:** Executive Director

**Location:** Hybrid - remote with regular in-person time in Henderson and Polk counties for meetings, classroom visits, and community events.

**Status:** Full-time, \$47,000 - \$52,000 depending on experience

**Benefits:** Medical insurance, paid holidays, mission-centered team culture

Champions for Wildlife inspires children to care about wildlife and the natural world through art, education, and meaningful experiences. Our programs help children build curiosity, compassion, and connection to wildlife, empowering them to see animals and ecosystems as something worth protecting.

Our work takes place in classrooms, through community programs, and through digital experiences such as the Kid's Corner and the future Discovery Den. These tools also play an important role in how we engage and inspire donors. Parents and educators regularly share how deeply this work resonates. One parent wrote that after our program, her daughter began identifying habitats on walks, explaining food chains at the dinner table, and organizing short plays at recess where classmates brought animals to life on their forest stage. She shared, "You inspired not only knowledge, but compassion, curiosity, and a sense of stewardship for the world around us. That is the kind of learning that lasts a lifetime."

If that makes your heart light up, keep reading.

## A Moment That Shows Why This Role Matters

During a recent program, a student became especially excited about hellbenders. When it was time to create her artwork, she placed the hellbender at the center and surrounded it with every aquatic animal she could imagine. On the back of her art, she wrote, "I love nature." She then told our educator, "I want to be like you, showing that all nature is important."

Moments like this happen because educators are in classrooms and donors are actively engaged in making that work possible. The Development Coordinator plays a direct role in cultivating those donor relationships.

## Position Overview

The Development Coordinator is a frontline fundraising role responsible for cultivating and stewarding individual donors, with a primary focus on lower and mid-level giving, while partnering closely with the Executive Director on higher-level donor relationships. This position manages donor communications, executes donor journeys, oversees gift processing and tracking, coordinates and manages fundraising campaigns, and contributes to grant development and reporting.

This role is ideal for someone with nonprofit development experience who enjoys relationship building, accountability, and connecting people meaningfully to the mission.

### Donor Cultivation and Stewardship

- Manage and actively cultivate donors through personal outreach, email communication, and stewardship touches.
- Build and maintain meaningful donor relationships that increase retention and giving over time.
- Execute donor journeys, including acknowledgments, impact updates, and follow-ups.
- Draft donor communications and appeals.
- Coordinate handwritten notes, donor calls, and other personal stewardship actions.

## **Gift Processing, Data, and Systems**

- Manage accurate and timely gift processing workflows.
- Maintain complete and up to date donor records in Bloomerang and Monday.
- Track donor interactions, cultivation steps, and next actions.
- Pull reports and lists to inform fundraising strategy and measure progress.
- Strengthen documentation and systems to ensure consistency and accountability.

## **Fundraising Campaigns**

- Manage execution of fundraising campaigns including end-of-year, Giving Tuesday, monthly giving, and the Champions Circle.
- Segment donors and tailor outreach based on giving history and engagement.
- Monitor response rates and donor behavior to inform adjustments.

## **Grants and Prospect Research**

- Conduct research on foundation and grant opportunities aligned with the mission.
- Draft grant narrative sections and supporting materials in collaboration with the Executive Director.
- Track grant deadlines, submissions, and reporting requirements.

## **Storytelling, Media, and Engagement**

- Capture photos and short videos during classroom programs and events.
- Organize stories, quotes, and images for donor communications.
- Connect donors to digital engagement tools including the Kid's Corner and Discovery Den.

## **Events and Community Engagement**

- Participate in donor events, classroom visits, presentations, and community outreach.
- Conduct follow-up with attendees to deepen engagement and relationships.
- Work occasional evenings and weekends as required.

## **Qualifications**

- At least two years of nonprofit fundraising or development experience required.
- Experience cultivating and stewarding donors.
- Experience using Bloomerang and Monday.com preferred or similar systems.
- Proficiency with Google Workspace and Canva.
- Strong writing and interpersonal communication skills.
- Excellent organization, follow through, and attention to detail.
- Ability to manage confidential information responsibly.
- Ability to work independently with accountability and initiative.
- Passion for wildlife, education, creativity, and community connection.

## **Work Schedule Expectations**

- Monday through Friday standard work week.
- Some evening and weekend work required.

## **To Apply**

Send your resume, a short note about why this mission resonates with you, and your favorite wild animal native to the United States to [tashi@championsforwildlife.org](mailto:tashi@championsforwildlife.org).