



## **Development Coordinator**

### **Primary Responsibilities:**

- Assist in drafting fundraising emails.
- Identify and manage potential partnerships.
- Maintain contact with current donors through calls, emails and personal notes.
- Assist in event planning.
- Help maintain database.
- Perform general administrative duties.

### **Experience:**

- At least one (1) year experience of office skills
- Strong interpersonal and teamwork skills.
- Exceptional writing, research and verbal communication skills.
- Attention to detail and ability to work independently.
- Immediate ability to use such programs as: Word, Excel, Outlook, Publisher, and PowerPoint.