



## Development Coordinator

Gwinnett Coalition is a growing and dynamic nonprofit organization with a vision for an equitable, resilient, and healthy Gwinnett. Our mission is to advance equity and community well-being. Gwinnett Coalition is a community collaborative and the backbone of Gwinnett's nonprofit sector. We strengthen families by improving health literacy, building individual and community resilience, and supporting nonprofits and their workforce.

### Position Overview

The Development Coordinator helps Gwinnett Coalition build and sustain the financial support needed to advance its mission. Reporting to the Director of Communications, this position coordinates fundraising campaigns, donor engagement, grant applications and reporting, and development communications.

The coordinator works closely with leadership, program and finance staff to maintain accurate fundraising records, meet grant deadlines, strengthen donor relationships, and support the Coalition's long-term sustainability.

The ideal candidate is an organized, detail-oriented professional who writes well, manages competing priorities, and enjoys building relationships. This role offers an opportunity to contribute directly to the Coalition's work across Gwinnett County.

**Location:** Gwinnett County, GA

**Employment Type:** Full-time, hybrid position with regular onsite work and occasional evening or weekend activities.

**Reports To:** Director of Communications

**Salary:** \$55,000 – \$65,000 per year, depending on experience

### Key Responsibilities

#### Fundraising and Donor Engagement

- Support the design and implementation of the Coalition's annual fundraising plan, campaigns, and donor engagement activities.
- Maintain accurate donor and fundraising records, track contributions and campaign performance, and prepare reports that support donor stewardship and fundraising decisions.
- Coordinate donor acknowledgment, stewardship, and reengagement activities to help strengthen relationships and encourage continued giving.

- Research prospective individual, corporate, and foundation donors.
- Assist with donor outreach, cultivation, and stewardship activities.
- Track fundraising activities and prepare regular progress updates.

### **Grant Coordination and Management**

- Research grant opportunities aligned with the Coalition's mission and strategic priorities.
- Assist with writing, preparing, and submitting grant proposals and supporting materials.
- Maintain a centralized grants calendar, coordinate proposal submissions and reporting deadlines, and work with program and finance staff to ensure accurate, timely documentation.
- Coordinate with program and finance staff to collect information needed for proposals and reports.
- Support grant reporting, documentation, and compliance requirements.
- Maintain organized records of grant submissions, awards, and correspondence.

### **Development Communications**

- Draft donor appeals, acknowledgment letters, fundraising emails, and other development materials.
- Collaborate with communications and program staff to gather stories and information that demonstrate community impact.
- Support fundraising content for newsletters, the website, social media, and other communications.
- Help ensure development communications are accurate, consistent, and aligned with the Coalition's brand and messaging.

### **Administrative and Systems Support**

- Maintain organized and accurate fundraising and grant records.
- Support the coordination of donor meetings, fundraising events, and related activities.
- Assist with tracking development expenses, contributions, and campaign results.
- Identify opportunities to improve fundraising processes and administrative efficiency.
- Perform other related duties that support the Coalition's mission and organizational priorities.

## **Qualifications**

### **Education and Experience**

- Bachelor's degree in communications, nonprofit management, business, public administration, or a related field, or equivalent professional experience.
- Two or more years of experience in fundraising, communications, project coordination, nonprofit administration, or a related field preferred.
- Experience with grant writing, donor engagement, fundraising campaigns, or related activities is a plus but not required.

### **Skills and Abilities**

- Strong writing, editing, and interpersonal communication skills.
- Excellent organizational skills, attention to detail, and ability to manage multiple projects and deadlines.
- Ability to build positive working relationships with colleagues, donors, and community partners.
- Comfortable working with data, maintaining accurate records, and preparing reports.
- Proficiency with Microsoft Office and ability to learn new technology, databases and fundraising systems.
- Ability to work independently, take initiative, and contribute to a collaborative team.
- Sound judgment, professionalism, and commitment to confidentiality and ethical practices.
- Interest in community engagement, nonprofit collaboration, and improving community well-being.

### **Additional Requirements**

- Availability to occasionally work evenings or weekends for events and meetings.
- Ability to occasionally lift or move materials weighing up to 25 pounds, with reasonable accommodations as applicable.

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### **Benefits**

- Day one, fully subsidized health insurance for the employee, with optional dental and vision plans available
- 403(b) retirement plan with employer match
- Generous paid time off (PTO) and 13 paid holidays
- Workplace flexibility with options for remote work
- Phone stipend and professional development opportunities

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### **How to Apply**

Interested candidates should submit a resume, cover letter, and two relevant writing samples, such as a donor communication, fundraising appeal, grant proposal excerpt, or other professional writing samples. Confidential information should be removed from submitted materials. Send application materials to [careers@gwinnettcoalition.org](mailto:careers@gwinnettcoalition.org).

*We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*