



Position Title	Development Coordinator
Pay Range	\$40,000 - \$50,000
Supervisory Duties	No
Reports to	Senior Development Manager

About Days for Girls International

Days for Girls International (DfG) is an award-winning non-profit that has reached more than 3.5 million women and girls in 145 countries on six continents with quality, sustainable menstrual care solutions, and health education. We operate a hybrid model of entrepreneurship and volunteerism, increasing access to menstrual care and education by developing global partnerships, cultivating social enterprises, mobilizing volunteers, and developing innovative solutions that shatter stigmas and limitations for women and girls around the globe.

Our core values guide everything we do, including hiring decisions. They are:

- Wisdom: honors those who we serve and with whom we serve
- Gratitude: integrates into all areas of our operations
- Collaboration: prioritizes responsiveness and flexibility
- Seeks to learn: through an entrepreneurial spirit of innovation and creativity

DfG is an equal-opportunity employer that values diversity, equity, and inclusion. We do not discriminate on the basis of race, ethnicity, religion, national origin, sexual orientation, gender identity, age, marital status, veteran status, or disability status. Women, BIPOC, and LGBTQIA2S+ people are strongly encouraged to apply.

Position Summary

The **Development Coordinator** plays a critical role in supporting Days for Girls International's fundraising efforts and donor engagement strategy as we work toward

increasing revenue strategically over the next five years. Reporting to the **Senior Development Manager**, this role will focus on donor stewardship, campaign support, grant research, and administrative coordination to ensure fundraising efforts are executed effectively.

As part of a growing development team, the Development Coordinator must be highly organized, detail-oriented, and proactive in managing donor relationships, coordinating fundraising activities, and assisting with donor prospecting. This role will also support donor communications, maintain development records, and ensure the smooth execution of donor engagement activities.

Key Responsibilities

Fundraising Support & Donor Engagement

- Assist in the strategic planning, coordination, and execution of fundraising campaigns, appeals, and donor engagement events.
- Develop and maintain a comprehensive fundraising calendar, ensuring proactive follow-ups with donors, corporate partners, and key stakeholders.
- Support major donor and corporate sponsorship initiatives, including outreach, cultivation, and stewardship strategies.
- Contribute to donor segmentation efforts, categorizing supporters based on giving history, engagement levels, and affinity.
- Support the implementation of donor journey mapping to strengthen engagement, retention, and personalized outreach.
- Assist in the development of customized engagement strategies for high-value donors, including tailored impact reports and communication plans.
- Manage mid-level donor relations, ensuring consistent stewardship and touchpoints to enhance donor retention and upgrade potential.

Prospect Research & Grant Support

- Conduct comprehensive research to identify new funding opportunities, including major donors, corporate partners, and grant-making foundations.
- Assist in drafting compelling grant proposals, donor reports, and funding applications to secure financial support.
- Track grant application deadlines, reporting requirements, and funder expectations to ensure compliance and timely submissions.

Campaign Coordination

- Work with the Senior Development Manager to implement four key touchpoints annually for high-value donors, strengthening long-term relationships.
- Develop and execute fundraising campaigns, including digital appeals, peer-to-peer fundraisers, and targeted donor outreach initiatives.

Donor Data Management & Reporting

- Maintain accurate and up-to-date donor records in Salesforce (or equivalent CRM), ensuring that all contributions, interactions, and communications are logged.
- Generate data-driven fundraising reports to evaluate donor engagement trends, retention rates, and campaign performance.
- Monitor donor insights to identify opportunities for improved outreach, engagement, and personalized fundraising strategies.
- Ensure all donor interactions are systematically tracked and analyzed to inform targeted outreach initiatives.

Cross-Team Collaboration

- Work closely with Programs, Finance, and Communications teams to align fundraising efforts with organizational priorities and mission objectives.
- Partner with the Finance Team to track revenue, reconcile donor contributions, and ensure financial transparency.
- Collaborate with the Communications Team to support the design and execution of digital fundraising campaigns (e.g., Giving Tuesday, International Women's Day, Menstrual Hygiene Day).
- Assist in the development of donor-centric content for fundraising emails, social media engagement, and digital outreach initiatives.
- Support the creation of donor materials (e.g., impact reports, social graphics, digital appeals) to enhance engagement and campaign effectiveness.

Qualifications & Experience

- Passion for DfG's mission and commitment to seeing menstrual dignity for all.
- 3+ years of experience in nonprofit fundraising, donor relations, grants management and/or business development.
- Experience with donor segmentation, engagement strategies and managing diverse donor portfolios
- Demonstrated ability to support fundraising campaigns, manage donor relationships, and track fundraising performance.

- Experience with digital fundraising campaigns, including email marketing, social media outreach, and paid advertising strategies.
 - Experience with Salesforce or other donor CRM platforms (highly preferred). Familiarity with Google Workspace, email marketing tools, and fundraising software.
 - Excellent written and verbal communication skills, with experience drafting donor communications and grant applications.
 - Strong project management and organizational skills, with the ability to manage multiple priorities.
 - Strong research skills, particularly in prospecting major donors and grant opportunities.
 - Ability to work autonomously in a remote setting while collaborating effectively with a small team.
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Additional Details

- Travel is infrequent and will only occur on an as-needed basis. Any travel will require prior approval from the employee to ensure availability and alignment with personal and professional commitments.
- Must be able to work flexible hours to accommodate donor meetings in different time zones.
- Some physical requirements (e.g., lifting up to 15 lbs for event setup).