



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 3.9 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.

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 position is responsible for supporting fundraising operations through grant prospecting and research, proposal development, donor reporting, campaign and event coordination, and administrative support, helping ensure the effective execution of development initiatives. As part of a growing development team, the Development Coordinator must be highly organized, detail-oriented, and an exceptional writer with strong research and project management skills. This role requires a proactive, collaborative individual who can manage multiple priorities while supporting grant prospecting and research, proposal development, donor reporting, campaign and event coordination, and administrative processes. Success in this position depends on the ability to communicate effectively, maintain accuracy across multiple projects, and ensure the seamless execution of fundraising initiatives.

Key Responsibilities

Grant Research & Proposal Development

- Conduct comprehensive research to identify new grant opportunities from foundations, corporations, government agencies, and other institutional funders.
- Monitor funding databases, prospecting tools, and funder priorities to identify strategic funding opportunities.
- Draft, edit, and coordinate compelling grant proposals, letters of inquiry, applications, and supporting materials.
- Collaborate with internal teams to gather programmatic data, budgets, and supporting documentation for grant submissions.
- Maintain a grant calendar, tracking proposal deadlines, reporting requirements, and renewal opportunities to ensure timely submissions and compliance.

Reporting & Donor Stewardship

- Prepare timely and accurate project reports, impact updates, and other stewardship materials for donors.
- Coordinate with Programs, Finance, and Monitoring & Evaluation teams to collect outcome data, financial information, and success stories for donor reporting.
- Maintain organized grant files, funder records, and documentation to support compliance and institutional knowledge.

Donor Engagement & Fundraising Communications

- Work with the Senior Development Manager to implement key touchpoints annually for high-value donors, strengthening long-term relationships.

- 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.
- Provide logistical and administrative support for fundraising events, donor stewardship activities, and corporate engagement opportunities.
- Assist with the creation and coordination of fundraising collateral, campaign materials, and donor communications.

Digital Giving Experience

- Own the “Ways to Give” user experience, including donation pages and peer-to-peer platforms (e.g., GoFundMe Pro)
- Manage the Global Giving platform and ensure quarterly reporting tailored to Global Giving supporters
- Identify and implement improvements to reduce friction and increase conversion
- Ensure digital giving experiences are accessible, intuitive, and globally relevant

Cross-Team Collaboration

- Partner closely with Programs, Finance, Communications teams to develop competitive funding proposals and compelling donor reports.
- Collaborate with the Communications team to develop fundraising content, impact stories, and campaign materials that support donor engagement.
- Contribute to continuous improvement of development processes, templates, and systems to strengthen fundraising efficiency and organizational effectiveness.

Qualifications & Experience

- Passion for Days for Girls' mission and a commitment to advancing menstrual health, dignity, and equity worldwide.
- 3+ years of experience in nonprofit fundraising, grant writing, grants management, development operations, or a related field.
- Demonstrated experience researching funding opportunities and developing competitive grant proposals and funding applications.
- Excellent written and verbal communication skills, with the ability to craft compelling grant proposals, donor reports, and other fundraising materials.

- Strong research and analytical skills, with experience identifying prospective institutional funders, corporate partners, and philanthropic opportunities.
 - Exceptional project management and organizational skills, with the ability to manage multiple deadlines, coordinate cross-functional projects, and maintain attention to detail.
 - Experience tracking grant deadlines, reporting requirements, and fundraising activities to ensure timely and accurate submissions.
 - Proficiency with Salesforce or other donor CRM platforms; familiarity with grant management systems is a plus.
 - Experience with Google Workspace; familiarity with project management, fundraising, and email marketing platforms is preferred.
 - Ability to work independently in a remote environment while collaborating effectively across a small, mission-driven 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.