



Development Coordinator

REPORTS TO: Director of Development
DIRECT REPORTS: None

LOCATION: Hybrid or Remote, US-based
CLASSIFICATION: Part Time, Hourly

POSITION SUMMARY: In partnership with the Director of Development and the L'Arche USA staff team, the Development Coordinator will support L'Arche USA's fundraising, communication, and relationship-building efforts. The Development Coordinator's main role is to assist in reaching fundraising goals related to foundation grants and individual donations, increasing current donor retention rates, and growing the pool of prospects and donors. Daily, consistent, and accurate data entry into Salesforce is needed to steward donor relations and provide accurate and up-to-date supporter information and data.

KEY ROLE RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

- Assist with implementing development and communications plans that incorporate a range of strategies, including annual appeals, major donors, grants, corporate and individual appeals, social media, and special events.
- Assist in grant research and tracking. Coordinate timely and accurate grant proposal submissions and grant reporting with program and finance staff.
- Work collaboratively with the Administration and Finance team to ensure timely recording of donations and accurate reconciliations, and generate acknowledgments and thank-you letters.
- Respond promptly with donors via phone/email/letter to answer questions, update payment information, and address other matters as needed.
- Track monthly and regular givers and report changes in giving patterns and frequency.
- Design and run reports and assist with database (Salesforce) maintenance and accuracy.
- Work closely with the Director of Development and the Development team to support all donor visits, approaches, and events.
- Perform related duties as assigned.

CANDIDATE PROFILE

The Development Coordinator is committed to advancing the rights and inclusion of people with intellectual and developmental disabilities through raising funds to support the mission and vision of L'Arche around the world. The ideal candidate for this position is passionate about supporting philanthropy in the nonprofit sector, cares about the intellectual and developmental disability (IDD) community, and supports inclusion and leadership of people with IDD in society. The ideal candidate demonstrates exceptional interpersonal skills and the willingness to make a commitment to representing L'Arche USA with enthusiasm, warmth, and professionalism. This candidate thrives in a fast-paced, do-it-yourself, remote working environment where successes are shared with a small and dedicated team. In addition, the candidate possesses the following qualifications:

Required qualifications:

- 2+ years of work experience in the nonprofit or related sector
- A track record of success supporting fundraising or a related field
- Evidence of excellent written and oral communication skills
- Demonstrated orientation to detail and capacity to manage multiple projects with competing deadlines
- Experience using CRM systems and donor databases

Preferred qualifications:

- Bachelor's degree
- Prior experience with L'Arche and familiarity with its mission
- Experience with Salesforce
- Proficiency with Microsoft Office, particularly Word, Excel, Outlook, and SharePoint.

Terms: Hybrid or fully remote position (depending on candidate's location) with a remote team. Some national overnight travel 1-3 times per year. Part-time, 20-30 hours per week; permission to work in the U.S. will be verified. Eligible for pro-rated paid time off, holidays, retirement, disability, and phone reimbursement. Hourly wage range: \$25-\$30; actual wage based on qualifications and L'Arche experience. Send a cover letter specific to this role and a resume to bballard@larcheusa.org by May 31, 2025.

L'Arche USA acknowledges and honors the fundamental value and dignity of all individuals. We pledge to create and maintain an environment that respects diverse traditions, identities, and experiences as we work together to advance our common mission.

L'Arche USA is an equal opportunity employer and does not discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. L'Arche USA does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.