



Job Description

Position Title: Development Coordinator

Job Grade: 2

Reports To: EVP—SIFE International

Location: SIFE World Headquarters—Springfield, MO, USA

Key Responsibilities

- Maintain and update multiple department databases
- Generate reports as required
- Identify and research donor prospects
- Assist with proposal preparation
- Assist with special projects and initiatives
- Provide Administrative support
- Perform other duties as assigned.

Key Characteristics

- Excellent verbal and written communication skills, to include spelling, grammar and usage
- Proficient with Microsoft Office products and the ability to learn new programs
- Working knowledge of Raiser's Edge/Blackbaud preferred
- Ability to manage multiple projects and deadlines in a fast-paced environment
- Ability to prioritize work
- Ability to work independently, as well as part of a team
- Ability to work with constituents at all levels
- Ability to interact with people from different cultures and backgrounds

Education Requirements & Experience

- High School Diploma or equivalent, college a plus
- Competent in Internet usage
- Previous support and/or customer service experience a plus