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Development Coordinator Position Description

REPORTS TO: Development Director

LOCATION: Remote consideration

DUTIES & RESPONSIBILITIES:

* Assist in planning and executing strategies, campaigns, and development initiatives supporting short- and long-term organizational revenue objectives.
* Assist in the creation of fundraising and marketing content for newsletters, social media, and website updates.
* Support and implement donor stewardship strategies to enhance donor engagement and retention.
* Research potential funding sources, including corporate, foundations and individual donors.
* Assist with donor databases and track fundraising metrics, ensuring accurate reporting and data management, as needed.
* Support mailings including thank you letters, solicitations, and stock supply, as needed.
* Manage fundraising event logistics, including venue research, coordination, and volunteer management.
* Other duties as assigned.

REQUIREMENTS:

* Bachelor’s degree in nonprofit management, communications, marketing, business, or a related field (or equivalent experience).
* 2+ years of experience in fundraising, development, grant writing, or event planning within a non-profit setting.
* Strong written and verbal communication skills, with the ability to craft compelling narratives for donors and stakeholders.
* Proficiency in donor database management (e.g., Salesforce or similar CRM software).
* Ability to manage multiple projects simultaneously, meet deadlines, and work both independently and collaboratively.
* Passion for the organization’s mission and a commitment to advancing its goals.

ABOUT THE AUTOIMMUNE ASSOCIATION

The Autoimmune Association is the world’s leading 501c3 nonprofit organization dedicated to autoimmune advocacy, awareness, education, and research. For over 30 years, the Autoimmune Association has been a pioneer in serving autoimmune patients, sponsoring research, advocating for access to healthcare, and fostering collaboration to identify and explore the common threads that link autoimmune diseases.

The Autoimmune Association does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. The Autoimmune Association is an equal opportunity employer.

MISSION

The Autoimmune Association leads the fight against autoimmune disease by advocating and collaborating to improve healthcare, advance research, and empower the community through every step of the journey.

Qualified candidates should submit a cover letter and resume to hello@autoimmune.org with subject line Development Coordinator before July 7, 2025 to be considered.