



**NPH USA**  
Raising Children. Transforming Lives.

## Employment Opportunity

**POSITION:** Development Coordinator  
**LOCATION:** Northwest Region – Bellevue, Wa  
**COMPENSATION:** Competitive; Commensurate with experience  
**POSTED:** December 30, 2017

### **Organization Profile:**

NPH USA is dedicated to breaking the cycle of poverty in Latin America and the Caribbean by supporting the Nuestros Pequeños Hermanos network of homes for orphaned, abandoned, and disadvantaged children. We provide a loving family, security, education, health care, and leadership development opportunities to children in nine countries.

### **Position Summary:**

The Development Coordinator's primary role is to support the Regional Development Team in their goals to increase the current level of giving from existing donors and secure giving from new donors for NPH. The Development Coordinator is expected to engage in various development activities including event fundraising, child sponsorship drives, associate board events, and third-party events under the oversight of the Regional Director.

### **Primary Responsibilities and Duties:**

#### **A. Gala and Other Events Administration (50%)**

1. Provide support for Regional Staff before, during and after events to assure that the events are successful and that event attendees are followed up with according to plan
2. Work with event committees to assist with event planning details as directed by Regional Staff
3. Lead the event planning, execution, and follow-up on some of the region's smaller events
4. Assist with post-event communication process (i.e. thank you notes, calls, emails, etc.) to assure that we have followed up with all event attendees

#### **B. Trips and Tours Planning and Administration (25%)**

1. Primary responsibility for administrative support of donor and mission trips to NPH homes and tours of visiting pequeños
2. Assist partner organizations such as churches and schools in planning and carrying out third-party trips
3. Track and handle administrative details including booking of travel, background check documents, travel documents and more
4. Help recruit and manage local volunteers as needed to support regional team in carrying out trips and tours

#### **C. Administrative/Research (25%)**

1. Answer incoming phone calls for office
2. Monitor/order office supplies and marketing materials for regional office
3. Manage relationships with payment of office vendors
4. Facilitate receipt and correct processing of incoming gifts

5. Research and input donor related information into Salesforce and serve as local expert on the database, regularly running reports and creating campaigns
6. Coordinate in-house mailings to donors as needed
7. Prepare materials for Regional and Associate Boards
8. Other administrative duties as assigned

### **Qualifications / Requirements / Other**

- Bachelor's Degree strongly preferred
- Minimum of 1 – 2 years of previous development/fundraising/sales experience
- Self-motivated, with demonstrated ability to develop a plan and see it through to completion with minimal oversight
- Excellent relationship building and communication (oral and written) skills. Previous donor/customer/client service experience required
- Previous experience supporting events preferred
- Strong analytical skills with ability to work effectively with a team-driven, mission-oriented business
- Strong organizational and project management skills with ability to juggle multiple priorities and pay close attention to details
- Passion for the mission of NPH and for the development profession
- Spanish fluency is a plus
- Compensation commensurate with previous experience and achievement of targets

### **Reporting Structure:**

The Development Coordinator reports to the Regional Director, who reports to the VP of Development. This role supports much of the work initiated by the Development Manager and Regional Director. Total staff size of national organization is approximately 38; local team size is 4.

### **How to Apply:**

Send resume and cover letter to [recruiting@nphusa.org](mailto:recruiting@nphusa.org). Please no phone calls or outside agencies. NPH USA is an Equal Opportunity Employer. We value diversity in the workplace and encourage applicants from all backgrounds.