



**ROLE** Development Coordinator  
**TYPE** Administrative, Project Management  
**LOCATION** Charleston, SC, USA  
**REPORTS TO** VP of Development  
**EVALUATION** Annual

## WHO WE ARE

OneWorld Health exists to provide quality, affordable healthcare to under-resourced communities with a vision to empower communities to achieve long-term improvements in health and quality of life so that they can not only get by, but thrive.

Through the establishment of operationally sustainable medical facilities, the empowerment of local staff and communities, and a unique culturally attuned, people-centered model of providing healthcare, we are committed to be in and with each community for the long haul.

Simply put, we provide care that endures.

## ABOUT THIS OPPORTUNITY

The Development Coordinator is responsible for supporting the Development efforts of the organization. This position is critical in supporting the growth of the organization's development goals. This role will collaborate with the Vice President of Development to develop, implement and manage processes in support of the organization's constituent management system.

## RESPONSIBILITIES

- Manage and maintain donor data within CRM database, including data integrity and cleanliness, gift entry and acknowledgment and reporting. Ensure records are regularly updated and information is accurate.
- Coordinate regular reporting within CRM database and distribute accordingly
- Support leadership in the management of donor portfolios; manage up as needed to remind portfolio managers of touchpoints and obtain notes for tracking
- Partner with leadership to review and update donor portfolios
- Track and maintain Executive Director's contacts in CRM database
- Conduct prospect research and other donor research, as needed
- Ensure the leadership has materials needed for donor meetings
- Track development metrics and create weekly and monthly reports
- Serve as the primary liaison for the database cleanup and transfer process
- Support event logistics
- Support all event related data and technology items including but not limited to: registration set-up, giving platform set-up, tracking RSVPs and gifts, event reporting and lists, information reconciliation and attendee and donor data input

## THE IDEAL CANDIDATE WILL EMBODY

- A 4-year bachelor's degree from an accredited college or university
- At least 2 years of previous experience in organizational management, office management, administration or another relevant field
- Preferred experience with Microsoft Office, MailChimp, CRM databases, and Google Suite
- A posture of integrity that values the mission and vision of OneWorld Health
- Proven ability and drive to take initiative and problem solve
- A positive attitude and professional appearance and manner
- Strong organizational skills and an eye for detail
- Capacity to manage multiple projects and prioritize well
- Demonstrated capability to effectively communicate orally and in writing
- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the job
- Willingness to adapt as changes arise
- Willingness to learn computer programs quickly and proficiently

## HOW TO APPLY

Send a resume and cover letter to [jobs@OneWorldHealth.com](mailto:jobs@OneWorldHealth.com), sharing about your interest and vision for this work.

*OneWorld health provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*