



## **Open Position: DEVELOPMENT COORDINATOR, Friends of PEB, Thorndale, PA**

Friends of PEB exists to ensure a quality education for the poorest of the poor in the Punjab Province of Pakistan. We operate as a 501(c)(3) nonprofit organization, raising funds to educate Pakistani children who might otherwise receive no schooling at all. Currently, there are nearly 6000 students in 25 schools managed by the Presbyterian Education Board (PEB) in Pakistan.

The successful Development Coordinator will share our passion and mission-focus. The position includes running the FOPEB donor database and taking a lead role in gift processing, event planning, and production of marketing and development materials, donor research, and online social media. A full-time position, it reports to the Executive Director and may be conducted out of one's home location in conjunction with frequent face to face meetings with the Director (personally or via videoconference.)

### Overall Responsibilities and Duties:

- Coordinate Major Gifts Officer travel and meeting details throughout the US and complete their follow up. May make 2-3 trips/year with Major Gifts Officer
- Directly responsible for donor database (Little Green Light) input
- Coordinate annual fund program (mail, email, social media).
- Maintain spreadsheets/reports for current projects and scholarship donations
- Serve as overall support staff to all FOPEB activities, including trips to Pakistan

### *Fundraising and Development:*

- Research prospective foundation and individual donors (via appropriate search engines)
- Assist with planning and implementation of donor and community events
- Coordinate production of donor fundraising appeals
- Support fundraising efforts of the Board of Directors' Fund Development Committee
- Serve as administrator for Little Green Light Database—
  - o Process, record, and acknowledge donations in LGL according to standard format
  - o Create, maintain, and update database records as needed
  - o Create and produce periodic database reports

### *Storytelling and Communication:*

- Coordinate selection of promotional material
- Support website updates and additions
- Create content marketing and routine posting for Facebook and other social media
- Coordinate copy and production of internal and external newsletters, flyers, etc.
- Assist with creation and coordination of appeal mailings

*Administration:*

- Support/resource the Fund Development Committee meetings
- Support Fund Development Committee members' responsibilities, efforts and accountability
- Maintain development files consistent with established guidelines
- Available for occasional early morning phone calls with Pakistan for planning and on-going communications.

Other duties as assigned by the Executive Director

Qualifications: Education and Experience

- Bachelor's degree required
- Two or more years in not-for-profit development or communications is a plus
- Proficiency with online development database (Little Green Light preferred)
- Strong computer skills (Microsoft Suite, Publisher, Adobe Acrobat, other design/photo editing software)
- Proficiency with website administration, social media, broadcast email services (MailChimp preferred)
- Organized, reliable, adaptable personality with ability to manage multiple projects and deadlines
- Excellent verbal and written communication skills
- Ability to work independently with initiative, as well as being a considerate team player
- Self-regulating with timely follow through on tasks and goals
- Excellent interpersonal skills with ability to maintain confidentiality

Salary is competitive and commensurate with experience.

Interested candidates are invited to send resume to Margy Trimble, Executive Director, Friends of PEB at [margy.trimble@friendsofpeb.org](mailto:margy.trimble@friendsofpeb.org).

