## Development Coordinator (Part-Time)

Remote | $24–26/hour | 20 hours per week | Part-time, hourly, non-exempt
**Reports To:** Executive Director

### About WE

Women's Empowerment International (WE) is a nonprofit organization dedicated to empowering women with tools to work their way out of poverty, care for their families, and strengthen their communities. Through collective giving, WE provides vital grants to high-impact, vetted nonprofit partners implementing economic empowerment programs for women experiencing poverty, locally and around the world. Over the last two decades, WE has provided over $3 million in funding for programs in 10 countries, including the U.S. and Puerto Rico, Benin, El Salvador, Ghana, Guatemala, Haiti, Honduras, Mexico, Nepal, and Uganda.

### Position Overview

WE is seeking a part-time Development Coordinator to support fundraising, donor engagement and stewardship, and communications efforts that help sustain and grow our impact. This is a collaborative, hands-on role ideal for someone who is highly organized, a strong communicator, and passionate about gender equality, social justice, and economic empowerment. You'll work closely with the Executive Director to manage donor systems and reporting, support administrative functions, contribute to fundraising events and campaigns, and help tell the story of WE's work through creative and strategic communications.

This position is well-suited for someone who thrives in a mission-driven environment, enjoys wearing many hats, has exceptional attention to detail, and is excited to help grow a small and powerful nonprofit.

### Key Responsibilities

#### Development & Donor Relations

- Maintain and update donor database
- Draft and send timely donor acknowledgments and thank-you letters
- Support donor stewardship and cultivation activities, including campaign planning, donor outreach, and events
- Generate reports and track fundraising metrics, monthly and as needed

#### Marketing & Communications

- Create content for monthly newsletters, fundraising campaigns, donor updates, and impact stories
- Assist with branded assets and graphics, using tools like Canva and Mailchimp
- Help maintain the website and manage basic updates
- Help maintain and post on social media channels

### Events & Outreach

- Help coordinate logistics for fundraising and donor events (virtual and/or in-person)
- Assist with event invitations, materials, follow-up, and donor recognition
- Represent WE at occasional community outreach or donor-facing events
- Lead solicitation and tracking of in-kind donations for events

### Organizational Support

- Provide general administrative support to the Executive Director
- Provide support to marketing, development, and event planning committees, assisting with meeting agendas, notes, and follow-up; participate in other committees as interested and time allows
- Assist with digital file organization and data entry
- Assist with general email communications; respond to volunteer interest and other inquiries
- Participate in team planning and contribute ideas for improving systems and strategy

### Qualifications:

- 1–2 years of experience in nonprofit fundraising, communications, or administration
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Familiarity with Bloomerang or other donor databases or CRM systems (or willingness to learn)
- Comfortable using digital tools such as Google Workspace, Canva, Mailchimp, and social media outlets
- Ability to manage multiple projects independently and meet deadlines
- Demonstrated commitment to gender equity, poverty alleviation, and social impact
- Self-starter with a collaborative spirit

### Compensation & Schedule:

- $24–26 per hour, depending on experience
- Paid sick leave; monthly cell phone/internet stipend
- 20 hours per week with flexible scheduling; occasional weekends and evenings
- Remote position in San Diego County, with occasional in-person meetings or events

### Why Join WE?

This is a great opportunity for someone looking for a flexible, part-time role with purpose. You'll join a small but growing organization where your contributions are valued, your creativity is welcomed, and your work helps advance economic opportunity for women experiencing poverty – locally and around the world.

### To Apply:

Please submit a resume and brief cover letter outlining your interest in the role and relevant experience to **careers@womenempowerment.org** with **Development Coordinator Position** in the subject line. Applications will be reviewed on a rolling basis.

### Equal Opportunity Statement:

WE is an equal opportunity employer. We strongly encourage applications from women, people of color, LGBTQ+ individuals, people with disabilities, and others who reflect the diversity of the communities we serve. We are committed to building a supportive and inclusive workplace. We welcome and value diverse backgrounds, perspectives, and experiences.