Title: Development Coordinator
Location: Remote; Northeast/East Coast preferred
Division: Grassroot Soccer, Inc.
Manager: Vice President, Development

To Apply: Please submit a resume and cover letter to globalhr@grassrootsoccer.org with “Development Coordinator” on the subject line. Only short-listed candidates will be contacted.

Application Deadline: Open Until Filled

Grassroot Soccer (GRS) is a rapidly growing adolescent health organization that leverages the power of soccer to educate, inspire, and mobilize at-risk youth in developing countries to overcome their greatest health challenges, live healthier, more productive lives, and be agents for change in their communities. Since 2002, GRS programs have reached 13 million young people in over 60 countries with life-saving HIV prevention and sexual and reproductive health information and services. Grassroot Soccer is looking to continue scaling its impact via partnerships over the next five years.

Role Overview
The Development Coordinator is responsible for the administrative support and coordination of fundraising efforts by the GRS development team, while also contributing to the highly collaborative, positive, and action-oriented culture at GRS. Reporting to the Vice President, Development (VPD), the ideal candidate is learning agile and exhibits remarkable attention to detail and organization, responsiveness and follow through, excellent interpersonal and communication skills, and sound judgment and flexibility.

Essential Duties and Responsibilities

Administrative & Operational Support & Coordination (100%)

- **Development Team Support:** Provide administrative support to development team for executing on goals of major gifts, including but not limited to: managing and scheduling donor meetings; support for donor communication; coordinating follow-up and action items; coordinating international and domestic travel and logistics; support expense reporting; internal and external meeting coordination and logistics, document and report preparation; maintenance of records and files
- **Donor Management and Maintenance:** Support development team in the management and maintenance of donor-tracking systems, including but not limited to select portfolios, donor pyramids, campaign donors and prospects, and individual donor records in the GRS CRM (Little Green Light)
- **Development Reporting:** Support development staff by preparing key reports on donors, unrestricted revenue, pledges, and campaign data, etc.
- **Gift Processing and Stewardship Support:** Support processing of gifts in partnership with development and/or finance staff; support the donor acknowledgment process and stewardship efforts; partner with the finance team on gift reconciliation
• **Prospect Research**: Provide research support for development, as needed, by researching identifying prospective new donors, preparing prospect briefs, maintaining prospecting system

• **Cross-team Collaboration**: Work closely with the development team to execute goals and plans; provide support and coordination for annual and special fundraising campaigns, activities, and events, as needed

• Other duties as assigned

**Other Expectations**

*Location & Travel*

• Depending on successful candidate’s location, travel to Hanover, NH for select staff meetings; other domestic locations, as needed

• GRS supports a flexible work schedule

*Relationships*

• In addition to reporting to the VPD and collaborating with the development team, the Development Coordinator will also work closely with the executive team, GRS marketing/communications and business development teams, and South African regional office, as needed, building strong relationships internally across the organization

**Qualification, Skills, and Knowledge Requirements**

• Ideally 2-3 years of experience with a mission-driven nonprofit and/or in administrative, development/fundraising, or similar experience

• Demonstrated ability providing strong administrative support for high functioning teams, maintaining various information-tracking systems, data entry, and pulling and synthesizing reports

• Experience supporting preparation of both internal and external presentations

• Demonstrated ability liaising and working with gatekeepers to schedule complex meetings working across multiple calendars

• Ability to work independently and as a team member

• Preferred:
  - Experience working with field teams across multiple time zones and contexts
  - Strong computer and database management skills — experience with a donor/fundraising CRM a plus
  - A passion for sport and youth development is a plus!

**Ideal candidate should be exceptional at:**

• Processing, synthesizing, and organizing information; developing and maintaining systems and processes; impeccable attention to detail; ability to juggle multiple priorities; being a taskmaster

• Exercising discretion, judgment, and establishing and maintaining professional relationships with key internal and external stakeholders: donors, board members, executive assistants, as well as staff and volunteers

• Being a problem solver; flexible, proactive, resourceful, and doing what it takes to get the job done

• Written and verbal communication skills

• Ability to quickly grasp conceptual plans and implement them in a timely manner with detail and accuracy
• Ability to prioritize tasks and work with grace under pressure in a dynamic environment
• Working in a growing organization, where ambiguity equals opportunity

Successful leaders at Grassroot Soccer are bold, yet humble. They are passionate about the mission of Grassroot Soccer and understand their role on the Grassroot Soccer team to achieve its mission.

Day to day, they are...
• **Proactive**: can anticipate both opportunities and obstacles and take action
• **Professional**: level-headed; have the ability to de-escalate difficult situations, behave exceptionally, and manage/minimize distractions
• **Problem Solvers**: comfortable with ambiguity; can creatively unlock bottlenecks and turn problems into opportunities

…they demonstrate lots of...
• **Common Sense**: prioritize the right things at the right time; making good, quick, informed decisions balancing multiple issues and points of view
• **Self-awareness**: know where one’s blind spots are, recognize differences, and build a team to complement one’s skills and weaknesses

…and a strong bias for...
• **Follow-through and Outcomes**: deliver results, not just create lots of activity
• **Treating People Well**: are empathetic, kind, and a great listener, yet can make tough decisions and hold oneself/others accountable