

Development Coordinator



Overview

Money, money, money! We all know it won't buy us happiness, but unfortunately, it's a necessary part of running an organization. Many non-governmental organizations and charities rely solely on public and private funding to run their programs. As a Development Coordinator, you will be a key player in helping these organizations grow and carry out their important work.

Roles and Responsibilities

University degree in Communications, Public Relations, Business, or related field is necessary. Money, Speaking, Writing, Reading, Socializing, Social networking, Marketing, Sales, Media, Business
Your main responsibility will be to communicate the importance of your organization's project to potential funders and convince them that it is worthy of their financial support. Specifically, your duties will include developing a fund raising strategy, soliciting individual and corporate donors, researching available grants and writing proposals.



Skills: Writing, Communication, Research, Analysis, Problem solving, Decision making, Critical thinking, Interpersonal, Speaking

Personal Interests: Money, Speaking, Writing, Reading, Socializing, Social networking, Marketing, Sales, Media, Business

Work Environment: Office with Travel

Education and Experience: University degree in Communications, Public Relations, Business, or related field is necessary.

Salary: \$40,000-\$80,000