



## Development Coordinator

*Women's Earth Alliance (WEA)'s Development Coordinator will support and ensure the smooth and efficient operations of our Development team as we cross a significant threshold of growth into a new chapter for our organization and the gender/climate movement.*

*As Development Coordinator, you will play a key role in coordinating our day-to-day donor stewardship process, ensuring supporters receive appropriate and thoughtful touch points as they enter the donor stream, and maintaining accurate tracking and reporting on all incoming funds. As a member of the Development Team, you will be the primary person responsible for maintaining our Salesforce donor database and will support the team to drive a development plan that sets WEA apart and increases our supporter base.*

### **About WEA:**

Founded in 2006, Women's Earth Alliance (WEA) empowers women's leadership to protect the environment, end the climate crisis, and ensure a just, thriving world. WEA designs capacity-building trainings where women leaders benefit from access to technology, economic development, financing, mentorship and a global alliance.

In some of the most environmentally threatened places in the world, WEA leaders are defending forests and rivers, saving threatened indigenous seeds, launching sustainable farms, conserving coral reefs, and protecting land rights. WEA's signature approach has enabled over 25,000 women with technical, entrepreneurial and leadership skills; and in turn, they are reaching over 17 million people in 24 countries with safe water, energy access, regenerative farming, and climate initiatives. We've developed capacity-building trainings in partnership with global and regional NGOs across the world, including in Sub-Saharan Africa, India, Nepal, Mexico, Indonesia, and the U.S.

### **As the Development Coordinator, your responsibilities will include:**

#### **Donor Stewardship**

- Oversee accurate gift processing standards, including timely gift entry, acknowledgement and integrity of data.
- Ensure all donors are acknowledged in a timely manner, drafting and sending gift acknowledgements and conducting thank you calls.
- Provide key support for major donor relationships, proactively coordinating gifts and special outreach.

- Along with the Director of Philanthropic Partnerships and Development Managers, welcome supporters at every level and further leverage their generosity.

### **Database Management**

- Lead data and best practice maintenance of Salesforce Nonprofit CRM or similar platform.
- Support team during system upgrades, and ensure all team members are onboarded and utilizing the updated system.
- Effectively utilize WEA's donor tracking database through accurate entry, advanced reports, and maintaining excellent data hygiene.
- Create comprehensive and meaningful reports to provide executive level insight into development activities and progress toward goals.
- Coordinate third-party tool integrations with Salesforce including Classy, Divvy, and Nifty.

### **Fundraising Campaigns + Events**

- Support team to run fundraising campaigns by preparing mailing lists, organizing collateral, and tracking donations and expenses.
- Support team to plan and run fundraising events, including logistics, invitations, registration, volunteer coordination, guest communication, expense tracking, and onsite and virtual event production.

### **General Development Support**

- Collaborate with the development team on proposal research, writing and submission.
- Support development team by drafting and designing pitch decks for meetings with existing and prospective partners.
- Support Co-Directors by coordinating and participating in select donor meetings and business partner calls: overseeing donor research, prepping pre-call profiles and notes, drafting follow-up emails and materials.

### **Your qualifications and skills should include:**

#### *Required qualifications:*

- 1-3 years of experience working in fundraising, development, operations, or data management, ideally in a nonprofit setting.
- Proven stakeholder management skills, demonstrating ability to establish rapport with all levels of Staff, Board of Directors, Funders and Donors.
- Minimum 2 years of experience using Salesforce. Experience using Salesforce Lightning and Nonprofit Cloud a plus.
- Excellent quantitative skills with a passion for and high level of proficiency in data management and analysis and problem solving.
- Experience as a system administrator for a team with more than 5 users using Salesforce for sales and contract lifecycle management.
- Strong technical skills, including: MS Office (Word, Excel), Google Workspace (Gmail, Calendar, Google Drive, Docs, Spreadsheets, Slides), and creating decks and presentations. Experience with Canva a plus.
- High level of attention to detail, and being highly organized a must.

- Ability to prioritize, multi-task and follow through with minimal direction.
- Event Management experience, from planning to implementation including management of budgets, resources, staff and volunteers.
- Strong interpersonal skills and aptitude for nurturing collaborative team relationships, including over video and phone.
- Appreciation for working with people from a variety of racial, ethnic, cultural, religious, and socio-economic backgrounds and a dedication to building a diverse community of supporters.
- Interest and desire to learn how to become an impactful development professional.
- Excellent English oral and written communication.
- Upbeat, positive attitude and good sense of humor a plus.

*Preferred qualifications:*

- Bachelor's Degree in nonprofit management, business, accounting, communications, or a related field.
- Salesforce Administrator credential.

**Compensation:**

\$50,000-60,000 FTE annual salary, dependent on experience and qualifications

**Benefits include (but not limited to):**

- 16 paid holidays per year
- 2 weeks PTO per year to start, begins accruing after 2 months of employment
- 10 sick days per year
- Employee medical, dental and vision covered at 100%
- Employer paid life insurance, STD, LTD
- 403(b) retirement plan available
- Annual stipend for professional development/skill-building
- Reimbursement for home office internet costs
- Weekly team wellness check-ins

**Additional Details:** This is a full-time position that requires candidates to be able to spend approximately 2 days per week in the WEA office in downtown Berkeley, CA. When not in the WEA office, candidates must have an environment appropriate for working remotely.

Candidates must be eligible to work in the U.S. (Unfortunately, we are unable to offer support with visas or work permits).

This position reports to WEA's Director of Philanthropic Partnerships and Co-Directors.

**To apply:** Please send your resume and a cover letter to [careers@womensearthalliance.org](mailto:careers@womensearthalliance.org) with the subject line: "Development Coordinator Position". Please include where you heard about the job. Applications will be accepted on a rolling basis and the job will remain posted until filled.

*We believe that many environmental movements have perpetuated the marginalization of the global majority—including Indigenous peoples, people of color, people from working class backgrounds, women, and LGBTQ people. We believe that these communities must be centered in the environmental movement. As such, WEA strongly encourages applicants from these communities and populations.*

*Women's Earth Alliance, fiscally-sponsored by Earth Island Institute, provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.*