

For over 80 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.

Coordinator, Donor Success Management & Business Development (New York, NY or Remote USA)

The Coordinator, Donor Success Management & Business Development is responsible for project management of work streams across the business development and donor success management teams. You will support revenue generation through the identification and research of new major grant funders. This includes identification of new prospective funders, development of donor briefs and supporting the development of donor engagement plans with the Business Development unit. You will keep abreast of funding trends and mechanisms to inform the organization's revenue generation strategy, and work closely with the Senior Manager, Institutional Partnerships to ensure on-time, quality delivery of funder reports and other compliance-related requirements. Additionally, you will support major grant start-up activities with program and partner staff. This includes the development of Project Charters, facilitating the operationalization of grant-funded projects with the program team and setting up systems for compliance management via Asana.

As Donor Success Management & Business Development Coordinator, you will:

- Conduct research on potential major grant funders, particularly private foundations and bilateral agencies, to better understand industry trends, identify prospective funders and determine appropriate engagement channels.
- Create donor briefs on prospective funders to support engagement plans.
- Elevate existing content for external audiences, including program briefs, content for the website and materials for events/presentations/panels.
- Support preparation for staff participation at conferences and events to expand visibility and network.
- Facilitate proposal development by coordinating all elements of the proposal, supporting team members and ensuring deadlines are met.
- Serve as section writer and any other needed roles.
- Support compliance management of existing major grant funders, coordinating the integration of funder's policies and requirements into grant-funded project management.
- Support the creation of technical reporting templates to establish program expectations, roles and responsibilities and key compliance and deadlines during program start-up.
- Support the submission of quality, on-time reports, including writing and coordination of the process, and managing dissemination of the feedback and communications.

You Are:

- A strategic thinker with strong research and analytical skills
- A confident communicator with outstanding written and verbal communication skills who is strong at managing relations and complex situations with tact, diplomacy and good humor
- A detail-oriented multi-tasker who is adept at managing teams across multiple projects to ensure quality deliverables are produced on time

You Have:

- A shared commitment to Episcopal Relief & Development's mission, values, principles, philosophy and justice, equity, diversity and inclusion efforts
- A Bachelor's degree in international development, business or related field and/or equivalent experience
- A minimum of two (2) years of experience coordinating workflows such as proposals, external reporting or internal projects that required developing a clear process for executing on the deliverable and working across teams to ensure on-time and on-scope completion
- Advanced computer skills including ease and facility in working remotely with digital communication methods
- Proven experience working within project management software (Asana, monday.com, ClickUp, etc.), including setting up projects within the system
- Proficiency in a second language desired; Spanish, Portuguese or French preferred

Salary & Benefits:

- Annual salary range of \$60,000-\$65,000
- Competitive, comprehensive benefits package offered

How to Apply:

Email cover letter and resume to careers@episcopalrelief.org with the subject line "Coordinator, Donor Success Management & Business Development." For more information, visit our website at www.episcopalrelief.org.

** Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.*

Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to



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accommodate a disability, you may request accommodation at any time.