

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce to best meet the health needs of its population. Seed's mission is to educate a rising generation of health professionals to strengthen access to quality care with a goal of saving lives and improving health. Seed is unique in its approach by focusing on the education and training of doctors, nurses and midwives. By training health care professionals and health educators, Seed seeks to empower current and future generations of health providers so that good health is not the privilege of a few, but the right of all.

Seed focuses on strengthening the education, practice, and policy of the local professional health workforce in Africa. Seed's core strategy and primary entry point centers on placing skilled and qualified educators at partner institutions for a minimum of one academic year. Seed also supports educators and partner institutions through a diverse and complementary package of services aimed at advancing health professional education in the classroom and clinical setting. By investing in long-term partnerships for improved health professional education, we help to create a stronger, more sustainable health workforce that is both locally led and better able to meet local health needs. For more information, please visit www.seedglobalhealth.org

Position Summary:

The Development Coordinator contributes their energy, passion, and skills primarily to supporting Seed's Development and Communications department in the US and globally, in a fast-paced office during a time of rapid growth. The Coordinator will serve as a key individual contributor to the success of Seed's fundraising and communications through project management external events, administration of departmental systems, coordination of media and event inquiries, as well as management of departmental budget and schedules. In addition to support for Development and Communications, the Coordinator provides administrative support for the Managing Director of Program Operations. This full-time position reports to the Managing Director of Partnerships & External Affairs and work closely with all domestic and international team members.

Duties and Responsibilities:

The main areas of focus for this position are:

- Coordinate event production for fundraising, thought leadership, and communication events including: managing organization-wide event calendar, creating event plans and budgets, tracking expenses and donations (if applicable); coordinating event promotion and digital marketing outreach; securing appropriate vendors and consultants; ensuring timely communication to invitees and attendees; and tracking all related details in an organized manner.
- Maintain development records, materials and assets in Salesforce, Dropbox, Mailchimp, and other departmental systems, to ensure appropriate recording and filing. Run reports, synthesize information, and share frequent updates about current and prospective donors, as well as development KPIs.
- Provide administrative support for the Managing Directors of Partnership and External Affairs and the Managing Director of Program Operations specifically with scheduling and coordinating meetings, phone calls and video conferences for both internal and external meetings.

- Assist in collecting information for use in development materials including photographs, talking points, financial data, and program quantitative information.
- Actively participate in the creation and ongoing tracking of the development & communications departmental calendar of activities and project roster.
- Participate in both internal and external meetings taking minutes, coordinating follow-on items, and reporting back to the development and communications team with relevant updates.
- Support other Seed Global Health projects as needed

Qualifications:

- General interest in global health with a specific commitment to Seed Global Health’s mission.
- Strong sense of accountability, personal initiative, and responsibility.
- Demonstrated organizational skills, attention to detail, and ability to handle multiple tasks and duties simultaneously
- Excellent interpersonal skills, including flexibility and a sense of humor
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, educational, and other diverse backgrounds
- Ability to work collaboratively in a fast-paced work environment
- 3-5 years of experience in fundraising, external relations, business development, administration, event coordination and/or communications.
- Experience working in various cloud business platforms, productivity tools, and online workspaces (e.g. G-suite, MS365, Microsoft teams, Salesforce, Dropbox, Mailchimp, Monday.com, etc.)
- Bachelor’s degree required

Working Conditions:

- Will be based in Boston, MA (Seed is currently operating a hybrid model but eventually the position will be expected to be 100% time in the office)
- Will be based in an office environment
- Will be required to sit/stand for up to eight hours or more per day

Compensation:

Competitive base salary commensurate with experience, as well as health/dental/eye insurance, 401(k), and vacation benefits

Seed does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.