



Development Coordinator Position Description

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.

Position Summary:

The Development Coordinator contributes their energy, passion, and skills to supporting the overall success of the Development team, especially development operations. The Coordinator will have a special focus on database management, donor customer service, research and analysis, and event planning and support.

This full-time position reports to the Managing Director, Development and can be based remotely, although preference is given to Boston, MA where Seed's centralized administrative functions live.

Duties and Responsibilities:

The main areas of focus for this position are:

- Enabling and supporting the Development team's use of key tools, including Salesforce, Dropbox, Mailchimp, iWave and other org-wide systems, to drive efficiency and organization;
- Organizing, inputting, and synthesizing information; developing and running reports; and preparing monthly updates on progress against department KPIs for internal and external use;
- Managing tax receipt process and acknowledgement of all Seed donors in a timely fashion;

- Supporting Development team members with conducting prospect research and preparing donor briefings ahead of meetings;
- Supporting Seed's development of the annual report, incorporating ideas and feedback from the greater Seed staff, and translating data and stories from our Monitoring and Evaluation team into compelling content;
- Coordinating Development team travel where needed, including identifying appropriate lodging, event space, planning itineraries, preparing meeting briefs, etc;
- Supporting event planning and production including creating event plans and budgets, tracking expenses and revenue (where applicable); coordinating event invitations; securing appropriate vendors and consultants; ensuring timely communication to invitees and attendees;
- Collaborating with Communications team to keep donor list up-to-date on the Seed website, and to manage Seed's presence on key giving platforms including Candid (formerly Guidestar) and Charity Navigator;
- Stepping into other special projects and campaigns driven by the Development team on an as-needed basis.

Qualifications:

- 2-5 years of experience in a nonprofit development or administrative role (internships and fellowships included);
- Demonstrated experience and confidence in data management, organization, analysis, and presentation and project management;
- Strong organizational skills, attention to detail, and a love of orderly systems and processes;
- Excellent online research skills, and a willingness to seek out solutions and information through creative problem solving;
- Experience working in various cloud business platforms, productivity tools, and online workspaces (e.g. Google Suite, MS365, Salesforce, Dropbox, Mailchimp, Canva, etc.);
- Experience in customer service or donor relations preferred;
- Experience in event planning and production or other similar project management experience preferred;
- General interest in global health with a specific commitment to Seed Global Health's mission;
- 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; and
- Ability to work collaboratively in a fast-paced work environment

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