



Development Coordinator Job Posting

Are you a detail-oriented individual looking to make an impact on the world through your career? Are you a strong communicator who values team collaboration and donor appreciation through thoughtful stewardship? Are you excited by the idea of using your Spanish language skills to connect across cultures? If you're reading this, nodding, and thinking, "That's me!"—we'd love to talk with you!

Cooperative for Education (CoEd) is a nonprofit organization dedicated to breaking the cycle of poverty in Guatemala through education. CoEd accomplishes this mission by helping kids learn to read, graduate, and thrive throughout their lives. By providing sustainable education tools (like books and computers), teacher training, and scholarships, CoEd strives to address the root causes of poverty in Guatemala, rather than merely treating its symptoms.

We are looking for a **Development Coordinator** who is motivated, well-organized, and detail-oriented. This position is responsible for:

Rise and Program Sponsorship Support

- Ensuring prompt and friendly communication with individual donors regarding their questions, payments, sponsored student/program, etc. via phone and email
- Coordinating with program teams in Guatemala to collect and share information with donors
- Assisting with creation and sending of mass mailings and emailed communications to steward donor's gifts and build trust
- Collaborating with the team to create and utilize marketing and communications materials, especially related to sponsorships
- Supporting the fundraising team in prospecting and regular appeals
- Updating donor database and maintaining efficient tracking systems for communications
- Managing translating/editing messages to and from sponsors and students
- Pulling data and reports for reporting and sponsorship updates

Guatemala Tours Support

- Assisting with tour operations including preparation of materials and travel arrangements for staff and donor trips to Guatemala
- Ensuring prompt and friendly communication with tour participants and prospects via phone and email
- Stewarding and building connections with participants traveling to Guatemala, ensuring they are well-informed and prepared to experience CoEd programs firsthand
- Maintaining tour participant and payment records in donor database
- Traveling to Guatemala to support up to three tours per year, according to organizational need

Our IDEAL candidate will possess the following characteristics:

You're filled with gratitude.

You love showing others the appreciation they deserve and recognize that thoughtfulness is key when communicating with donors.

You value attention to detail.

You care about the little things and carry out your work with thought and integrity. You're even watching for typos, and this sentence made your eye twitch.

You're passionate about empowering students.

You recognize the importance of education, and long to make a difference by connecting promising students with supporters who can help them surmount the barriers to their success.

Skills/Experience Required:

- Associate's or Bachelor's Degree in related field preferred. Please include your area of study on your resume.
- 1-2 years of work experience in fundraising, donor relationship management, or sales and customer service strongly preferred.
- Database experience and/or tech savviness preferred. Experience with Salesforce a plus.
- Detail oriented with strong organizational skills.
- High level of critical thinking and problem-solving skills.
- Ability to interact and work effectively with donors, volunteers, and colleagues.
- Excellent written and oral communication skills.
- Ability to travel to Guatemala as needed, up to 3 times per year.
- Spanish reading/writing/speaking strongly preferred.

Compensation: \$43,000 - \$48,000 annual salary

Job Type: Full Time

Benefits:

- Medical/Dental/Vision Insurance
- Employer HSA contribution
- 401(k) plan
- Flex time
- 4 weeks Paid Time Off (PTO), 8 observed paid holidays, and 2 paid floating holidays

This is a position based in our Cincinnati, Ohio office and starting in July 2025. This office currently operates with a hybrid in-person and remote schedule. This role will be required to come into the office on Wednesday and Thursday each week.

How to Apply: Please apply through our website at coeduc.org/careers with resume and cover letter. Applications submitted prior to June 15th will receive priority consideration. **No phone calls, please.**

Cooperative for Education is an Equal Opportunity Employer and does not unlawfully discriminate on-the-basis of any status or condition protected by applicable federal or state laws.