



Development Coordinator

Project Medishare for Haiti is a nonprofit organization that empowers Haitians to provide and receive access to quality healthcare. We share our knowledge and resources with local partners to improve health infrastructure and grow the skills of medical professionals. We work with communities, government institutions, local organizations and global medical professionals to enhance the quality of life of Haitian families by strengthening local healthcare capacity.

We seek a dynamic, self-driven and highly focused individual to join our development team. Reporting to the Development Manager and working in support of fundraising goals, the Development Coordinator has primary responsibility for donor gift acknowledgement, gift processing and volunteer engagement. This is a full-time position based in Miami, with periodic travel to Haiti required.

Primary Responsibilities

- Maintain Donor Database – Import gift data and volunteer registrations. Update donor and volunteer records. Generate reports. Manage and assign moves.
- Donor Services – Create and mail gift acknowledgments. Write thank you notes. Conduct volunteer “courtesy” calls. Help manage online donation and volunteer registration processes. Promptly respond to donor inquiries.
- Volunteer Engagement – Recruit licensed medical professionals (individuals and groups) to volunteer in Haiti. Coordinate volunteer deployments. Manage volunteer calendar and trip logistics. Respond to volunteer inquiries in a timely manner.
- Fundraising and Communications – Draft in-kind donation request letters. Assist with creating and gathering content for social media and email communications. Research grant and other funding opportunities. Help design fundraising materials.

Qualifications

- Bachelor's degree required; minimum 2 years of experience in a nonprofit environment preferred
- Proficient in MS Office and knowledge of donor databases (DonorPerfect preferred)
- Excellent organizational and communication (written and verbal) skills
- Outgoing and comfortable talking with donors and colleagues, in person and on the phone
- Ability to excel in a fast-paced, team-oriented environment, and manage multiple projects simultaneously
- Self-driven, solutions oriented and require minimal direction
- Strong work ethic with a high level of personal and professional integrity and trustworthiness
- Fluent in English; French/Haitian Creole a plus

To apply, please submit a cover letter and resume to hr@projectmedishare.org by June 30, 2017. No phone calls please.