



February 10, 2025

Position Announcement Development Coordinator

Job Announcement

The North Carolina Coastal Federation is currently seeking a Development Coordinator. The Federation is a non-profit organization that has worked since 1982 to protect and restore the coast through education, advocacy, and habitat restoration and preservation. This position will report to the Coastal Federation's Southeast office located in Wrightsville Beach, North Carolina.

Title: Development Coordinator

Status: Full-time, Exempt

Recruitment Range: \$52,000 - \$65,000, commensurate with experience

Work Location: Wrightsville Beach, NC – Wilmington, NC

Closing: March 7, 2025

SUMMARY: The Development Coordinator will work as part of a dynamic five-person development team to meet the fiscal needs of the Coastal Federation, including an approximately \$4 million operating budget and a multi-year capital campaign, while maintaining the highest levels of professionalism and accountability. The Development Coordinator will be responsible for researching and tracking new and existing foundation grant opportunities, developing proposals, and writing and submitting foundation grant requests and reports to support the mission and goals of the Federation. This position will also identify, cultivate and solicit major gifts, and build long-term relationships with donors to grow the Federation's recurring revenues and support any capital campaigns. This position will report to the Chief Development Officer. Previous experience should demonstrate proven success responding to public and private foundation grant opportunities, as well as initiating and cultivating relationships with major gift prospects.

PRINCIPAL RESPONSIBILITIES:

- Work with the Chief Development Officer to identify and research corporate and private foundation funding prospects.
- Work with the Chief Development Officer to maintain and implement a foundation funding schedule, including cultivation, application, and reporting.
- Work with staff to develop and submit timely, well-researched, and well-written foundation proposals and reports as needed.



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- Engage with and serve as a liaison to program officers at private funding organizations to build relationships, solicit invitations, and submit proposals.
- Work with the Chief Development Officer to identify, research, cultivate and solicit major gift prospects by working with the Federation's board, staff and other contacts.
- Work with the Chief Development Officer to create and execute a communication and cultivation plan for donors and prospects based on individual interests, giving patterns and ask preferences to retain and upgrade donors.
- Conduct one-on-one visits and appropriate follow-up with prospects, including developing custom proposals and supporting materials as needed.
- Solicit gifts through various funding vehicles including cash and stock gifts, endowment, gifts-in-kind, planned giving etc.
 - Develop special benefits for large donors in coordination with Federation staff as needed.
- Follow appropriate legal and accounting procedures to support these programs.
- Serve as a resource for information to donors and members.
- Maintain accurate records of donor cultivation, giving, and fulfillment within the Federation's CRM and other established tracking tools.
- Assist with revenue projections related to fundraising areas.
- Assist with planning and execution of fundraising events.
- Represent the Federation at events and in the community.

COMPETENCIES:

- Knowledge of nonprofit development programs, including vehicle gifting, solicitation laws and ethical conduct, as well as public relations, financial management, budgeting, and communications.
- Demonstrated success in grant writing and foundation fundraising.
- Excellent written and oral communication skills, including clear writing to various audiences, presentation of scientific and persuasive information, development of materials, oral presentation and one-on-one meetings.
- Excellent public relation, interpersonal and listening skills.
- Demonstrated ability to manage complex projects, with attention to detail.
- Proficient in the use of applicable computer applications such as Microsoft Office Suite (Word, Excel, PowerPoint), Google Documents, and trained or able to learn database applications for gift management and financial analysis.
- Professional demeanor and ability to represent the Federation in all capacities effectively.
- Excellent ability to work both independently and as part of a team.
- Exceptional planning and organization skills.
- Highly motivated, with exceptional professionalism, accountability, and personal integrity.
- Ability to work independently under pressure and time constraints, maintaining a positive and constructive attitude.



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- Solid understanding of N.C. coastal environment and the Federation's work.
- Strong personal environmental ethic.
- Must possess a valid driver's license and be willing to travel.

EDUCATION and EXPERIENCE:

- Minimum education level of bachelor's degree in communications, marketing, business, marine or environmental science or related degree.
- Minimum of three years' professional experience in grant writing, fundraising or related experience; equivalent experience will be considered.
- Basic knowledge of nonprofit development programs, including solicitation laws and ethical conduct.
- Successful experience cultivating, managing, and soliciting major gifts is beneficial.

To Apply: If you are interested in joining our dedicated team, please review our website to learn more about our ongoing work and programs and then email a cover letter, resume and three references to hr@nccoast.org (**no phone calls please**). In the cover letter, please outline your skills, abilities, and interest in the Development Coordinator position.

Deadline to apply: March 7, 2025

North Carolina Coastal Federation - Headquarters
3609 Highway 24 (Ocean)
Newport, NC 28570
hr@nccoast.org

Equal Employment Opportunity

The North Carolina Coastal Federation is committed to equal opportunity in employment and recognizes the value of a diverse workforce and organization. The Federation actively seeks and employs qualified persons, and administers all personnel policies and practices affecting its employees, without discrimination on the basis of race, color, religion, creed, national origin, sex, age, marital status, pregnancy, sexual orientation, physical or mental disability, medical condition, veteran status, political affiliation, ancestry or other status protected by law.