



Position Available

Development Coordinator

Department: Development
Reports To: Senior Manager of Development Strategy
Category: Full-time
Salary Range: \$50,000 to \$52,000 per year
Date Created: July 2026

Agency Mission:

“InterFaith Works affirms the dignity of each person and every faith tradition, builds racial and religious equity, and creates bridges of understanding among us.”

Position Summary:

The Development Coordinator supports the initiatives and activities of InterFaith Works and its Development Department by providing administrative, creative, and technical support related to fundraising, donor stewardship, communications, and special events. The Development Coordinator participates in activities that advance fundraising goals, support donor stewardship, and promote the mission of the agency among its varied stakeholders.

Required Qualifications

1. Associate's degree required; Bachelor's degree preferred in nonprofit management, communications, marketing, graphic design, business administration, or a related field.
2. Minimum of two years of professional experience in nonprofit development, fundraising, communications, marketing, graphic design, customer service, or administrative support.
3. Strong graphic design skills with demonstrated proficiency in Canva or Adobe Creative Suite and the ability to create professional print and digital marketing materials.
4. Experience creating and managing content across social media platforms.
5. Strong writing, editing, and proofreading skills with the ability to tailor content for different audiences and communication platforms.
6. Knowledge of branding principles and the ability to produce materials that maintain a consistent organizational identity.
7. Experience using Constant Contact or similar email marketing software.
8. Experience working with donor databases or CRM software (DonorQuest preferred).
9. Proficiency in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
10. Experience using AI tools such as ChatGPT, Microsoft Copilot, Canva AI, or similar platforms to improve productivity in content creation, graphic design, communications, and administrative tasks.
11. Excellent written and verbal communication skills.
12. Strong organizational and project management skills with exceptional attention to detail.
13. Ability to manage multiple priorities, manage multiple creative projects simultaneously, meet deadlines, maintain confidentiality, and work independently.
14. Demonstrated initiative, professionalism, and a positive attitude.

Applicants are encouraged to submit a portfolio or samples of graphic design, social media, newsletter, or marketing materials demonstrating their design and communication skills.

Essential Functions:

Development Administration & Donor Support

1. Provide administrative and project support to the Vice President & Chief Development Officer and Senior Manager of Development Strategy in advancing fundraising initiatives and donor stewardship activities.
2. Process donations, pledges, matching gifts, and in-kind contributions in DonorQuest.
3. Maintain accurate donor records and donor contact information.
4. Prepare donor acknowledgment letters, tax receipts, pledge reminders, invoices, donor mailings, fundraising appeals, recognition materials, and stewardship communications.
5. Assemble campaign materials and solicitation packets.
6. Coordinate logistics and prepare materials for donor meetings, including scheduling support, meeting packets, room setup, refreshments, and presentation materials.

Marketing & Creative Services

1. Design high-quality print and digital materials including brochures, flyers, invitations, case statements, PowerPoint presentations, event signage, and fundraising collateral.
2. Create graphic design materials using Canva or Adobe Creative Suite in collaboration with the Communications Manager while maintaining InterFaith Works' brand standards.
3. Produce materials supporting fundraising campaigns, donor stewardship, community outreach, and organizational initiatives.
4. Maintain digital templates, logos, photos, and other creative assets for the Development Department.

Digital Engagement

1. Create, schedule, and publish engaging content across InterFaith Works' social media platforms.
2. Assist with planning and producing electronic newsletters using Constant Contact.
3. Maintain and update email distribution lists.
4. Support digital fundraising and awareness campaigns by preparing online content and graphics.

Event Support

1. Manage event registrations, guest lists, seating charts, meal selections, and attendee communications.
2. Prepare registration materials, signage, nametags, presentations, sponsorship displays, and printed event materials.
3. Coordinate mailings and logistical support for fundraising events and campaigns.
4. Provide on-site support during fundraising and donor events as needed.

General Development Support

1. Provide administrative support for Development Department projects and initiatives.
2. Maintain organized digital and physical files related to development activities.
3. Assist with special projects and departmental priorities as assigned.
4. Collaborate with Development Department staff to ensure timely completion of projects and consistent donor communications.
5. Perform other duties as assigned by the Vice President & Chief Development Officer & Senior Manager of Development Strategy

This position performs all other duties assigned.

To apply: Please send a resume, cover letter, and a portfolio or samples of graphic design, social media, newsletter, or marketing materials to Rick Lee at rlee@ifwcny.org