Job Title:	Development Coordinator	**Positive Type / Classification:**	Full-time, salaried
Location (Zip Code):	Charleston, SC 29403	**Travel Required:**	5-10% Locally
Reports to:	Executive Director	**Hiring Range:**	$43,824 - $54,780 per year

Position Summary: The Development Coordinator is an essential role in The Green Heart Project's fundraising department, which generates resources that power Green Heart's impact in the community. This employee works closely with the Executive Director to support the organization's fundraising goals through various channels, including individual giving, events, and grants. Key responsibilities include gift processing and recognition, event coordination, grant writing and reporting, and donor communication. The position also helps to support Green Heart's marketing and communication efforts through gathering and curating photos, videos, and impact stories. The role is ideal for a mission-driven professional looking to deepen experience in fundraising and nonprofit development with a small, collaborative team.

Focus Areas: Development / Fundraising (80%); Marketing (20%)

CORE RESPONSIBILITIES AND DUTIES:

Development / Fundraising (80%)

Gift processing and recognition

- Acknowledge and process gifts in a timely manner; enter data into CRM (Salesforce), maintain accurate restrictions and designations; ensure IRS-compliant receipts
- Fulfill donor and sponsor recognition through ensuring donors are thanked for their gifts, and their gifts are represented on website, email, social media, event signage, etc.
- Track and ensure timely fulfillment of pledged gifts

Events

- Plan, prepare, and execute fundraising events, with support from key staff and partners, including direct communication with event attendees and sponsors
- Secure event sponsorships by creating packages and benefits; prospecting and closing

Grants

- Maintain grants calendar and assist with funding proposals, including research, narratives, budgets, and submission
- Track grant outcomes, author and submit reports by required deadlines

Other

- Coordinate fundraising campaigns through compelling messaging to support program needs, and communication through mail, email, website, and social media as applicable.
- Monitor and support the annual Development Plan, ensuring funding opportunities & donor stewardship are monitored, tracked, pursued and executed in a timely manner
- Support Executive Director and Board members with major gifts (prospect briefs, meeting notes, follow-ups).

Marketing (20%)

- Assist marketing and publicity efforts through building and managing a collection of photos, videos, and impact data and narratives that tell the story of The Green Heart Project

- Assist with production of marketing collateral (one-pager, case for support, event signage, etc.).

Other

- Other duties/tasks as needed to support Executive Director and organizational needs

SUPERVISORY RESPONSIBILITIES:

- None

REQUIRED QUALIFICATIONS:

- Minimum one (1) year of experience working in fundraising, marketing, communications, nonprofit programs or other relevant work
- Bachelor's degree in related field or equivalent experience
- Commitment to and passion for The Green Heart Project's mission
- Strong work ethic and teamwork skills, with experience completing projects with a small team
- Ability to exercise good judgement, demonstrate an understanding of the ethical principles associated with working in development, and to use discretion in interactions with members of the community
- Strong verbal and written communication, organizational and analytical skills
- Strong computer skills, including collaborative applications such as Microsoft Suite or Google Workspace, and various social media platforms
- Valid driver's license and reliable transportation

PREFERRED QUALIFICATIONS:

- Strong commitment to promoting and supporting health, education, and volunteerism
- Experience using a donor CRM such as Salesforce (or similar system) preferred
- Ability to multitask, meet deadlines, and work with minimal supervision
- Ability to accurately represent The Green Heart Project at external meetings, community events, and speaking engagements in a way that aligns with the organization's brand, goals, and identity

WORKING CONDITIONS:

- This position is mostly office-based, with some outdoor activities related to community engagement
- Occasional evenings and weekends required to support fundraising events and community engagement events (advance notice provided)

PHYSICAL REQUIREMENTS:

- Office-type environment with regular use of basic office equipment (i.e., computer, printer, etc.)
- Ability to sit at a desk and work on a computer for prolonged periods.

Last Updated By:	Jesse Blom	Date/Time:	December 2025

The Green Heart Project believes that diversity and inclusion among our teammates is critical to the success of our mission. We encourage applications from candidates of all races, religions, genders, ages, sexual orientations, and socioeconomic backgrounds.

Additional Information: The Green Heart Project is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, veteran status, disability, or any other federal, state, or local protected class.