



Friends *of the* Everglades

DEVELOPMENT COORDINATOR

Full-time; Exempt | Stuart, FL

Compensation & Benefits

Salary: \$45,000-\$55,000, commensurate with experience. **Benefits:** Health, dental, and vision plans, 401k, 20 days PTO annually, plus 13 paid holidays and the week of July 4th off.

POSITION SUMMARY

The Development Coordinator, reporting to the Development Director, supports Friends of the Everglades' fundraising and donor stewardship efforts across individual giving, membership, grants, and donor-focused events. This professional-level position plays a key role in advancing organizational fundraising goals through effective execution, coordination, and administration of development activities.

Working under the direction of the Development Director and in collaboration with the Executive Director and cross-functional staff, the Development Coordinator carries out and coordinates assigned fundraising operations, including donor stewardship processes, CRM and data management, campaign and event coordination, and grant administration support. The role requires strong organizational skills, sound judgment, attention to detail, and consistent follow-through to ensure development activities are implemented accurately, efficiently, and on schedule.

The Development Director retains overall responsibility for fundraising strategy, donor relationships, revenue performance, and development priorities. Within this structure, the Development Coordinator manages the day-to-day execution and administration of assigned development functions in support of organizational goals.

Essential Responsibilities

Fundraising Operations and Execution

- Coordinate and carry out the execution of fundraising campaigns, appeals, and membership initiatives in alignment with the annual Development Plan and priorities established by the Development Director.

- Manage timelines, task tracking, and deliverables for multiple concurrent development initiatives, exercising judgment to prioritize work and meet deadlines.
- Coordinate the preparation and distribution of fundraising materials and donor packets, including communicating with printers and vendors and ensuring materials are accurate and ready for use in collaboration with the Communications/Marketing team.
- Track operational progress and campaign benchmarks, providing accurate updates and insights to the Development Director.

Donor Stewardship and Communications

- Support donor stewardship workflows by monitoring automated acknowledgments and receipts for accuracy, assisting with routine donor communications, and coordinating follow-up or corrections as needed with the Operations Director and Development Director.
- Maintain stewardship tracking systems to ensure consistent and appropriate donor follow-up.
- Coordinate the preparation and use of donor-facing communications, proposals, invitations, and follow-up materials—working with the Communications/Marketing team and providing development input and personalization in support of cultivation and stewardship strategies established by the Development Director.
- Support membership and mid-level donor initiatives by managing execution, tracking performance, and maintaining accurate records.

Grants Administration and Support

- Coordinate grant administration processes, including maintaining grant calendars, tracking deadlines, coordinating internal inputs, and preparing and organizing submission materials under the direction of the Development Director.
- Maintain grant records, documentation, and reporting schedules in the CRM and related systems, in coordination with the Development Director and Operations staff.
- Support post-award reporting and compliance activities by coordinating required materials, timelines, and internal inputs.

CRM and Donor Data Management

- Serve as an internal point of contact for day-to-day CRM questions, reports, and issue resolution, supporting data accuracy, list segmentation, and reporting in coordination with the Development Director and Operations Director.
- Maintain donor records, communication histories, and stewardship notes in the CRM in accordance with organizational standards.
- Generate reports and lists used by the Development Director and leadership to monitor fundraising performance and donor trends.
- Identify and implement improvements to systems, workflows, and data hygiene to strengthen fundraising operations.

Events and Donor Engagement Support

- Coordinate logistical planning and execution for development and donor events, including timelines, guest lists, sponsor materials, and post-event follow-up, in alignment with event strategy established by the Development Director.
- Coordinate vendors, materials, and internal logistics to ensure smooth execution of events.
- Support on-site event execution and oversee post-event stewardship workflows.

Collaboration and Communication

- Partner with Communications and leadership to align donor messaging, appeals, event promotion, and stewardship materials.
- Assist the Development Director in providing development-related content, data, and operational support for donor publications, reports, and internal updates.
- Communicate proactively with the Development Director regarding priorities, risks, and opportunities related to development operations.

This job description is intended to outline the general responsibilities of the position and may be adjusted as needed to meet organizational priorities. The employee may be asked to perform other duties as assigned in support of the organization's mission.

Qualifications

Education and Experience

- Bachelor's degree in nonprofit management, communications, environmental studies, business, or a related field preferred.
- 2–5 years of progressively responsible experience in nonprofit development, fundraising operations, or a related professional role is preferred.

Skills and Competencies

- Strong written and verbal communication skills with excellent attention to detail.
- Demonstrated ability to manage multi-step processes and exercise sound judgment.
- Proficiency with donor CRM systems, experience with EveryAction or similar platforms is strongly preferred; Google Workspace and Microsoft Office.
- Strong organizational, analytical, and time-management skills.
- Ability to handle sensitive donor information with professionalism and discretion.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive information.

This job description provides a general summary. It does not contain a comprehensive inventory of responsibilities, duties and skills or qualifications required to do this job. This job description does not

establish an agreement or contract for employment and position functions are subject to change at the discretion of the employer. Friends of the Everglades is an Equal Employment Opportunity Employer.

Physical & Environmental Requirement

This role is office-based and requires the ability to sit for extended periods, use a computer, communicate verbally and in writing, lift up to approximately 25 pounds (event materials, boxes), and occasionally stand or move about during events or meetings.

Dual Employment Notice

This position serves both Friends of the Everglades - 501(c)(3) and VoteWater - 501(c)(4). The employee's work may include responsibilities for both entities, and all time must be tracked and allocated accurately between them in accordance with organizational policy and IRS requirements. The employee is expected to follow all applicable guidelines to ensure proper cost allocation, compliance with lobbying limitations, and the distinct mission and activities of each organization.

About Friends of the Everglades

Friends of the Everglades is a 501(c)(3) nonprofit organization. Our mission is to preserve, protect and restore the only Everglades in the world. We were founded in 1969 by Marjory Stoneman Douglas, a journalist, equal-rights activist and author who wrote the seminal book *The Everglades: River of Grass*. Our growing team is passionate about protecting what remains of the Greater Everglades ecosystem.

Please submit your cover letter and resume to:

Dana Espinosa, Operations Director

dana.espinosa@everglades.org