

Development Coordinator – Fundraising & Outreach / Fundraiser

Tasks and Responsibilities

The Fundraiser is responsible for supporting NST's fundraising initiatives and community outreach efforts. This role focuses on donor engagement, grant writing, and event coordination to help secure financial resources and foster relationships with stakeholders. The Fundraiser will receive mentorship in nonprofit fundraising and strategy development.

- Assist in writing grant applications and proposals to secure funding for NST's programs.
- Research and identify potential funding opportunities, including grants, sponsorships, and individual donors.
- Coordinate donor appreciation campaigns, including thank-you notes and recognition materials.
- Plan and support fundraising events, ensuring smooth logistics and community engagement.
- Maintain donor databases, tracking contributions and follow-up actions.

Mentorship Opportunities and Career Benefits:

Participants will develop a strong foundation in nonprofit fundraising and relationship management, with direct exposure to donor engagement strategies.

Skills and Experience

Example Dropdown Options:

- Grant writing and proposal development.
- Event planning and logistics coordination.
- Stakeholder and donor relations.
- Research and database management.

What skills will the participant develop during this placement?

Example Dropdown Options:

- Fundraising and donor stewardship.
- Networking and relationship-building.
- Organizational skills and time management.
- Strategic thinking and communication.