

POSITION DESCRIPTION

TITLE: DEVELOPMENT COORDINATOR

CLASSIFICATION: Non-exempt

REPORTS TO: Chief Development Officer

DATE: April 2026

The Elizabeth Dole Foundation (EDF) is the nation's preeminent organization empowering, supporting, and honoring America's 14.3 million military caregivers—the spouses, parents, family members, and friends who care for our nation's wounded, ill, or injured veterans. Founded in 2012, EDF takes a comprehensive approach in its advocacy, working with leaders in the public, private, nonprofit and faith communities to recognize military caregivers' service and promote their well-being. Its mission and goal is to empower military and veteran caregivers, their families, and their communities through programs, partnerships, and advocacy that drive innovation and sustainable solutions.

POSITION OVERVIEW

The Development Coordinator supports a growing development department at the Elizabeth Dole Foundation to ensure best-in-class stewardship and cultivation efforts are executed in a timely and effective manner, advancing the Foundation's mission to support military and veteran caregivers, and strengthening relationships with donors and partners who make that work possible.

This position must be in the Washington, DC area and work primarily in the D.C. office. Interested applicants should send a resume and cover letter to Stephen Saunders, Chief Development Officer, at apply@elizabethdolefoundation.org.

PRIMARY RESPONSIBILITIES

- Maintain and update the Foundation's donor database to ensure that all donor actions, notes, and relevant information is current.
- Serve as the lead for organizing and sending thank-you letters to all Foundation donors, ensuring they are sent promptly after gifts are received and processed.
- Lead digital donation form creation through our donation form program, creating compelling forms and leading efforts to test and improve donation completion.
- Assist CDO with project management for organization and team initiatives.
- Work with department volunteers to support donor cultivation and stewardship.
- Assist CDO in fundraising efforts at the Foundation by helping prepare agendas for team meetings, participating in weekly staff meetings, and preparing briefings for Senator Dole, CDO, and CEO.
- Support prospect research on individuals, corporations, foundations, and organizations that are plausible fits for the Foundation as potential donors.
- Assist the CDO in supporting the CEO and Senator Dole by working to prepare our leadership for in-person meetings, calls, and external engagements where funders are present.
- Assist with management of CDO's calendar.
- Support drafting of various donor communications.
- Attend and support Foundation fundraising events and those of organizational partners, working to expand our network while serving as an ambassador for the Foundation.
- Play a lead role in supporting the execution of the Foundation's fundraising and cultivation campaigns, supporting both online and printed appeals and stewardship efforts.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree, with 1-2 years' experience in a professional office environment, nonprofit, event/hospitality management.
- Previous fundraising/development experience preferred.
- Prior experience providing administrative, logistical, or customer support for an organization (with adequate technical proficiency both online and in-person)
- Prior experience with online donation platforms is desired.
- Knowledge or prior use of Salesforce (or another CRM Database) is desired.
- On-the-job training will be offered; enthusiasm for learning will help promote success.
- Highly energized, able to engage and respond on a professional level to a broad range of stakeholders; especially the ability to work with military caregivers and donors to provide excellent and timely customer service.
- Must be detail oriented, with the ability to listen and communicate (both verbally and in writing) clearly and accurately.
- Ability to work in a fast-paced environment and meet tight deadlines.
- Demonstrated professional standards and unwavering integrity and ethical conduct.
- Able to satisfactorily perform duties and assigned tasks with little or no supervisory oversight.
- Is discreet; understands when confidentiality is required.
- Excellent organizational and interpersonal skills.
- Reliability/dependability
- Demonstrates energy and optimism in everyday work.
- Willingness to work in office four to five days per week.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to have significant interaction via telephone, videoconference, IM, and email with EDF's national team and supporters.
- Ability to routinely use standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- Ability to sit for prolonged periods.

COMPENSATION AND BENEFITS

EDF's compensation strategy is based on equity and transparency. When determining salary offers, the candidate's directly applicable experience will be taken into consideration as well as internal equity within the range. This is a full-time position working 40 hours per week. The starting pay range is between \$23.08 and \$25.00 per hour (annualized amount estimated between \$48,000 and \$52,000, but will be based on actual hours worked).

Benefits offered include generous company contributions towards medical insurance, company-paid dental and vision insurance, company-paid life insurance and short- and long-term disability, paid time off including paid holidays and paid parental leave. We also offer a retirement plan with an automatic company match, and the option to contribute towards a Flexible Savings Account for eligible medical, dependent care, parking and transit expenses.

Persons with mental or physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

The Elizabeth Dole Foundation provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state, or local law.