Development Coordinator

Corporate Accountability International, a powerhouse in challenging corporate abuse for more than 35 years, is seeking a Development Coordinator to advance our campaigns by strengthening the organization’s membership nationwide. The Development Coordinator will maximize organizational data and provide critical coordination and administrative support for key fundraising staff.

Recently, Corporate Accountability International’s members and allies across the country helped compel two iconic national parks—Golden Gate and Mt. Rainier—to take steps to buck bottled water, despite pressure from Coca-Cola. And last year, the #MomsNotLovinIt campaign and the subsequent showdown between 9-year old spokesperson Hannah Robertson and McDonald’s CEO Don Thompson, generated widespread traditional media and online coverage and spurred tens of thousands of people to take action to protect children’s health. As the Development Coordinator, you will provide the critical data tools and support the fundraising programs needed to create this campaign impact and raise the resources that fund our work.

The Development Coordinator will report to the Membership Director and work closely with staff across the organization, including the Development Director and Campaign Directors. The organization is made up of over 60 smart and driven staff and interns working in a fast-paced and fun working environment with a network of members and allies across the world.

Major Responsibilities:

- Maintain and update constituent records and lists to ensure effective outreach to the organization’s members for maximum campaign and fundraising impact.
- Assist with weekly gift processing.
- Coordinate donor stewardship and cultivation, including project management of fundraising mailings with major gifts team.
- Support administrative prep and follow-up for major gifts fundraising visits.
- Help prepare and segment lists for online, phone and direct-mail fundraising.
- Help develop and implement systems for improved synchronization of on- and off-line data.
- Work with all staff to ensure efficient upkeep and tracking of donor related data.
- Support scheduling and administrative needs of the Development Director.
- Participate in organization-wide planning, fundraising and campaign activities.

Qualifications:

- Demonstrated commitment to social justice and progressive social change.
- At least 1 year experience working in non-profit fundraising.
- Demonstrated talent and experience with databases and Excel; strong facility with numbers.
- Well organized: you enjoy juggling diverse tasks while setting and meeting deadlines.
- Enthusiasm for fundraising and building an organization.
- Excitement to grow in leadership with the organization into the future.
- Experience with Salesforce, Raiser’s Edge or other constituent databases a plus.

Salary and benefits: Commensurate with experience, with a generous benefits package including health, dental, FSA, 401 (k), ongoing training and growth opportunities. Upbeat, collaborative and goal-oriented office atmosphere.

Location: Campaign Headquarters, Boston.

To Apply: Visit www.stopcorporateabuse.org/employment-opportunities. Attach your résumé to the online application, and include a cover letter and list of three to five references. Please include where you heard about the position. If you are having trouble uploading, please email your materials to Sarah Bennett at jobs@stopcorporateabuse.org.

Corporate Accountability International is an equal opportunity employer and an inclusive organization. People of color, women, and LGBTQ people are strongly encouraged to apply. For 35 years, Corporate Accountability International has successfully challenged corporations like Nestlé, General Electric, and Philip Morris to halt abusive practices that threaten human rights, public health, the environment and our democracy. The organization is expanding—and leading campaigns challenging some of the world’s most powerful industries in food and agriculture, water and tobacco.