

## POSITION DESCRIPTION

**JOB TITLE:** Development Coordinator  
**STATUS:** Exempt  
**REPORTS:** Vice President of Strategic Initiatives & Partnerships  
**POSTING DATE:** January 7, 2022

## ORGANIZATION

As recently as the 1990s, women were routinely excluded from medical research and there was a profound lack of awareness that health conditions and treatments affect women and men differently. The Society for Women's Health Research (SWHR) led the way to making women's health a national priority, forever changing how medical research is conducted.

SWHR is a 31-year-old education and advocacy nonprofit based in Washington, DC. A highly respected thought leader in promoting research on biological differences in disease, we are dedicated to our mission of promoting research on sex as a biological variable and improving women's health through science, advocacy, and education.

## POSITION SUMMARY

The Society for Women's Health Research (SWHR) seeks a highly motivated and talented candidate, *interested in improving women's health across the lifespan*, to support development functions to secure funds that support science programs, policy initiatives, education, and communications that further the mission of SWHR. This position reports to the Vice President of Strategic Initiatives & Partnerships.

The development coordinator assists the in planning, coordinating, and implementing development projects, annual awards gala, and other activities as assigned, and is responsible for maintaining and updating the donor database including data entry, analysis, and report generation. SWHR will provide formal Donor Perfect database training.

This is a great opportunity for a talented and committed individual to learn and advance their career in nonprofit development. There are opportunities for growth in the Development Department.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Database Operations

- Perform regular database maintenance, updates, and ensure database is secure, accurate and up-to-date.
- Develop and enforce standards for database and donor records including data entry and procedures, tracking and coding systems.
- Develop and maintain the data structure of attributes, code tables, tracking and code systems.

- Perform regular data integrity auditing and analysis, making recommendations for streamlining processes and undertaking data clean-up projects as appropriate.
- Oversees accurate database information on policy memberships, corporate sponsorships, foundation relationships, donations, prospects and funding requests.
- Oversees system for recording and tracking pledges and gifts; develops and provides reports as required and oversees generation of acknowledgements and monthly financial reports, revenue, and invoices.
- Track Policy Advisory Council membership and prospects.
- Track annual awards dinner sponsorships and tickets.
- Other duties as assigned.

### **Development Programs and Strategy**

- Manages and updates contact information on foundation, corporate, and individual philanthropy donors and prospects.
- Provides administrative support to the VP of Strategic Initiatives & Partnerships
- Manages assigned development projects and activities as directed.

### **Stewardship of Donors and Sponsors**

- Generate sponsorship, grant and individual gift reports.
- Analyze and report donor statistics.
- Generate thank you letters and acknowledgments.
- Maintain calendar of grants and grant report due dates.

### **Special Event Coordination – Annual Awards Dinner**

- Generates donor and invitation lists for the gala.
- Coordinate and maintain list of seating assignments.
- Tracks sponsorship and ticket payments.
- Provide onsite assistance at annual awards dinner.
- Maintain VIPs and government officials guest list.
- Track invoicing of sponsorships and ticket sales.
- Ensure all sponsorship, ticket and guest data is entered in the database.
- Generate thank you letters to speakers, MC, and other guests as directed.
- Generate thank you letters to sponsors and ticket purchasers.

### **QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIRED**

- Bachelor's degree required.
- Preference given to candidates with at least one year of experience and proficiency in managing fundraising donor databases.
- Knowledge and expertise in Microsoft Office (Excel, Word, Outlook and PowerPoint).
- Ability to establish priorities, work independently, take initiative and proceed without supervision.
- Ability to meet deadlines, multi-task and work under pressure.
- Very well organized, highly accurate, and detailed-oriented.



- Knowledge of or passion for women's health, and/or scientific issues a plus.

## **TO APPLY**

Please submit a cover letter indicating your interest in this position, current resume and salary requirements to [development@swhr.org](mailto:development@swhr.org). Please use the following format for the file name and subject line: "Last Name\_ Development Coordinator" No phone calls please. Only candidates selected for interviews will be contacted. Competitive salary commensurate with skills and experience. Excellent medical, dental, vision, and other benefits provided. This is a full-time salaried position based in downtown Washington, DC. (No relocation available.)