



PCI Media Development Coordinator

PCI Media is looking for someone to take our proposal writing and donor engagement to the next level. We are looking for an individual who is organized, creative, personable and passionate. Successful candidates will be effective communicators across a range of mediums and enjoy being part of a dynamic work environment and international team working in almost 70 countries around the globe.

About PCI Media

PCI Media is an award-winning, non-profit organization that combines the power of storytelling and technology to inspire action for a healthier, more sustainable and just world. We produce culturally resonant television and radio programs and communication campaigns to achieve national, regional and global impact.

We celebrate the positive and reflect our “Love Not Loss” approach to tackling difficult issues. Grounded in social science and communication theory, we employ a systematic, participatory process. With our partners around the world, we have produced more than 5,000 episodes of 100 television and radio productions, reaching more than one billion people in over 60 countries.

For more information, please visit www.pcimedia.org.

Job Description

PCI Media seeks a *Development Coordinator* to support the success of our mission. The *Development Coordinator* will report to the Chief of Staff and work closely with other team members to maximize funding opportunities. Responsibilities include:

Donor Engagement

- Research funding prospects and opportunities
- Coordinate proposal process from inception to submission
- Ensure high quality, timely submissions of proposals
- Support writing copy for proposals to a range of audiences including, governments, foundations, and individuals
- Review and copyedit donor communications
- Support donor engagement mailings and campaigns

Database Management

- Maintain and regularly update Raiser’s Edge database

Analysis and Reporting

- Conduct regular analysis of key contact groups
- Report monthly on key performance indicators

Qualifications

- Strong technical writing skills, with an emphasis focus on proposal writing
- Strong interpersonal communication skills
- Organized and detail-oriented
- Ability to be flexible and to work on multiple projects simultaneously
- Comfortable in Word, Excel, PowerPoint and other similar programs
- Ability to work as part of a larger team, but also to work independently
- Experience with Raiser's Edge preferred
- Experience working in international contexts is preferred
- English fluency required. Ability to also speak French, Arabic, or Spanish preferred
- Must have existing US work authorization
- Bachelor's degree or equivalent experience in communications, project management, behavioral science, health, or environment policy. Master's degree preferred.

How to Apply

Along with a résumé and two writing samples (one 1-page and one 5-pages max.), please send a cover letter that explains your interest in working in fundraising and development at PCI Media. Please indicate when you'd be able to start the position.

Please send your application to jobs@pcimedia.org, with "*Development Coordinator*" in the subject line. We will confirm receipt of your application. We will confirm receipt of your application. No phone calls, please.