



DEVELOPMENT COORDINATOR

Location: Remote

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

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
- Perform outreach to prospective donors/foundations

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 writing skills
- Strong interpersonal communication skills
- Effective project management skills. Must be organized and detail-oriented
- Ability to be flexible and to work on multiple projects simultaneously
- Comfortable in Word, Excel, PowerPoint and other similar programs
- English fluency required.
- Must have existing US work authorization
- Bachelor's degree or equivalent experience
- Experience with Raiser's Edge or database experience a plus
- Experience with MailChimp or similar mail programs a plus

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 development and fundraising at PCI Media to jobs@pcimedia.org. Please indicate when you'd be able to start.