Donor Engagement Coordinator

Reports to: Vice President of Communications & Engagement  
Location: Remote, US Work Authorization Required  
Status: Full-Time  
Salary: $65-$70K Annual

About PCI Media
A NY-based nonprofit, PCI Media empowers global change through storytelling and community. We value the right of every person to live a self-determined life on a healthy planet.

Working with communities we produce creative media and communications to create a healthier, more sustainable, and just world. Grounded in the principles of Social and Behavior Change Communication (SBCC), our work promotes “love, not loss,” focusing on the power of aspirational narrative for positive change. With our partners around the world, we’ve produced more than 150 story-based communications and media, reaching more than 2 billion people in over 70 countries. For more information visit www.pcimedia.org.

About this Position
The Donor Engagement Coordinator plays a significant role in shaping and executing our individual donor stewardship program. They are creative and passionate about connecting donors to our mission, with an eye for detail. An effective writer and communicator, they enjoy engaging donor audiences across a range of mediums. An excellent project manager, they have an enthusiasm for optimizing donor databases. The Donor Engagement Coordinator reports directly to the Vice President of Communications & Engagement and works collaboratively with the Development and Communications team and other team members. They have the ability to navigate diverse cultures and are excited to work with a growing nonprofit.

The team connects daily using Microsoft Office 365 and other platforms. Candidates for this position can be based anywhere within the United States, with consideration of the organization’s East Coast working hours.

Primary Responsibilities:

Donor Engagement
- Draft effective donor/prospect communications for digital and direct mail for a range of audiences, including appeals, proposals, reports, updates, blog posts
- Manage donor e-mail campaigns, including audience management in MailChimp
- Manage acknowledgement and appeal direct mailings
• Support archiving Development and Communication assets and digital files
• Maintain and update audiences and segments in MailChimp

Prospect Research
• Conduct donor/prospect research to drive the strategic evolution of the donor portfolio and continually broaden our individual donor/prospect base
• Research and prepare donor briefings
• Conduct regular analysis of donor and prospect groups

Database Management and Reporting
• Maintain our donor relationship management database, including updating donor records, compiling biographical information, data entry, batching gifts, and queries
• Regular donor reporting
• Report on e-mail campaigns

Qualifications
• Strong writing skills
• Strong interpersonal communication skills
• Demonstrated experience writing engaging content for a range of audiences
• Experience with Raiser’s Edge or similar experience a plus
• Experience with MailChimp or similar mail programs a plus
• 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
• Bachelor’s degree or equivalent experience

Benefits
Comprehensive benefits package includes competitive compensation, healthcare coverage (medical, dental, vision, life and disability), generous paid time off, retirement plan, and more!

How to Apply
Applications are reviewed on a rolling basis. E-mail jobs@pcimedia.org with the following materials and desired start date. The subject line of the email should be “Donor Engagement Coordinator, Your Name”:
• Your résumé
• 2 writing samples. This can be a donor appeal, a newsletter, social media campaign, or any other sample that demonstrates your ability to effectively communicate with donors
• Cover letter that explains your interest in joining the Development and Communications team at PCI Media