



Development Coordinator

Reports to: Vice President of Communications & Engagement

Location: Remote, US Work Authorization Required

Status: Full-Time

Salary: \$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 produce 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 over 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 Development Coordinator plays a significant role in securing funding to support our mission. An effective writer and communicator, they’re able to transform technical into plain language with an eye for detail.

Using their excellent project management skills, they work collaboratively with team members to coordinate, edit, and prepare high-quality proposal submissions. They communicate expertly across mediums with a range of stakeholders.

The Development Coordinator reports directly to the Vice President of Communications & Engagement and works collaboratively with the program team and other team members. They can navigate a diversity of 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:

Proposal Process

- Search RFP databases and conduct continuous research to identify new grant opportunities that align with our mission
- Coordinate proposal and grant writing process from inception to submission, integrating inputs from key team members
- Ensure high quality, timely proposal submissions
- Maintain development toolkit to support efficiency in proposal development

Support Partner Outreach Efforts

- Establish and maintain communication channels with funders to discuss proposals, budgets and any other relevant topics
- Draft letters to partners
- Leverage Raiser's Edge CRM to track and manage partner outreach

Analysis and Reporting

- Report monthly on key performance indicators
- Conduct regular analysis of key contact groups, identifying trends and preferences

Qualifications

- Strong writing and editing 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
- Bachelor's degree or equivalent experience
- Prior experience with proposal and grant writing a plus
- Experience with Raiser's Edge or database experience a plus

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 "Development Coordinator, Your Name":

- Résumé
- 2 writing samples (one 1-page and one 5-pages max.)
- Cover letter explaining your interest in development at PCI Media to **jobs@pcimedia.org**