**Type of Position:** Full-time Position

**Position Title:** Development Coordinator

**Reports to:** Director of Marketing and Donor Relations

AGAPE, a faith-based nonprofit organization located in Nashville, is seeking a **Development Coordinator** to provide vital administrative, data management, and event support to our development team. This role blends traditional administrative responsibilities with active involvement in donor relations, fundraising events, marketing coordination, and cross-department collaboration.

The ideal candidate is a **proactive, detail-oriented, tech-savvy problem-solver** who thrives in a fast-paced, mission-driven environment. You’ll be the go-to person for keeping our donor records accurate, marketing schedules on track, and fundraising events running smoothly.

If you are energized by structure, motivated by purpose, and equipped with strong organizational skills, this position offers the opportunity to make a meaningful impact through fundraising initiatives that change lives.

**Responsibilities:**

**Administrative & Data Management**

* Serve as the primary manager of the donor database (Kindful or similar CRM) with accuracy and integrity.
* Process daily donations, generate timely acknowledgment letters, and produce regular donor and campaign reports.
* Maintain clean, up-to-date records by identifying duplicates and updating donor profiles.
* Organize and track event attendee lists, sponsorship records, and donor engagement data.
* Maintain calendars, timelines, and task lists for mail appeals, newsletters, and campaigns.
* Provide scheduling, correspondence, and administrative support to Development and Executive leadership.
* Keep the agency website and events calendar current.

**Reporting & Systems Support**

* Produce and interpret donor and campaign reports to guide strategic decisions.
* Track and analyze website and social media performance using analytics tools.
* Maintain a well-organized digital library of marketing and donor materials.
* Ensure email contact lists (Emma) remain accurate and synced with donor CRM data.

**Event & Campaign Logistics**

* Assist in planning, organizing, and executing fundraising events and campaigns.
* Track attendee and sponsor data to ensure excellent follow-up and stewardship.
* Support donor appreciation events, Giving Tuesday, and year-end giving campaigns.
* Create marketing assets in Canva or InDesign for events, campaigns, and social media.
* Prepare and send email communications, ensuring proper linking to the website.
* Perform additional administrative tasks as needed to support development team goals.
* Other work-related duties as assigned.

**Qualifications:**

* Bachelor’s degree preferred (Business Administration, Communications, Marketing, Nonprofit Management, or related field).
* Associate’s degree or equivalent experience (2–4 years) in a relevant role will be considered.
* Prior nonprofit or fundraising office experience preferred.

**Skills & Attributes:**

* Proven experience with donor databases (Kindful or similar CRM).
* Proficiency in Microsoft Office Suite—especially Excel (sorting, filtering, formulas) and PowerPoint.
* Strong organizational skills with the ability to manage multiple priorities and meet deadlines.
* Comfortable learning and using technology tools to improve efficiency.
* Excellent written communication and proofreading skills.
* Experience with Canva or similar design tools a plus.
* Flexible, adaptable, and able to maintain humor and positivity under pressure.

**To Apply:**Please send your resume and cover letter to tklandon@agapenashville.org and include the job title in the subject line

\*Employment requires background checks and drug screening.

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