



Job Description

Development Coordinator

Reports to: Associate Director of Partnerships

Type: Full-time starting ASAP

Salary: \$55,000 - \$65,000

About NYC Pride: NYC Pride works toward a future without discrimination where all people have equal rights under the law. We do this by producing LGBTQIA+ Pride events that inspire, educate, commemorate and celebrate our diverse community

Position Summary:

The Development Coordinator supports NYC Pride's fundraising efforts across individual giving and foundations. Responsibilities include database management, donor communications, grant writing, event support, and administrative tasks.

Key Responsibilities:

Develop and execute the annual fundraising plan, ensuring all development practices are inclusive, transparent, and community-centered in partnership with the Associate Director of Partnerships, Executive Director, Development Committee, staff, and board members by focusing on the following:

Individual Giving

- Assist with donor segmentation and personalized appeals for donor campaigns for major donors, recurring donors, and grassroots supporters.
- Draft donor communications, impact updates, and content for newsletters, website, and social media that highlight program outcomes and funder impact.
- Work with Volunteer Manager and Membership Committee to build the volunteer to donor pipeline
- Support in analyzing giving trends and donor data to recommend strategies for increased donor retention, with attention on diversifying donor demographics & giving levels.

Event and On-site Activation Support

- Coordinate with event teams to ensure donors are engaged and participating
- Support with donor engagement events

Grant & Proposal Support

- Assist in writing and submitting grant proposals and reports
- Conduct grant prospecting and maintain accurate tracking
- Collaborate with the Development Committee on grant proposals
- Work with staff to ensure proposals reflect work plans and plans are in place to measure & track impact

CRM & Data Management (Salesforce)

- Manage donor and foundation database (gift entry, acknowledgements, reporting, next steps)
- Generate recurring reports on donor contributions for leadership
- Generate regular reports on fundraising progress and donor trends for staff and board leadership
- Assist in analyzing donor and grant data to identify trends and opportunities
- Collaborate with Finance, Communications, and Operations teams to align fundraising with budgets, messaging, and program delivery
- Build donor profiles to prepare Senior Leadership and Board members for donor meetings

Committee Assignments:

- Expected to attend the Development Committee and the Media Committee meetings and report updates to staff

Qualifications:

- Experience in non-profit fundraising and administrative support
- Experience in grant writing & prospecting
- Proficiency in Salesforce and Google Suite
- Ability to multitask while handling work expectations and supporting event teams during the heavy season
- Strong communication, organization, and project management skills
- Solid strategic thinker with strong interpersonal, written, and verbal communication skills
- Commitment to LGBTQIA+ rights and NYC Pride's mission

Commitment to Diversity:

HOP is committed to providing equal opportunity to all employees and applicants for employment without regard to race, religious creed, color, gender identity, gender expression, age, national origin, ancestry, citizenship status, physical or mental disability, medical condition, pregnancy, marital or veteran status, sexual orientation, height, and weight, or other personal characteristics as may be protected by applicable law. We especially encourage members of historically underrepresented communities to apply, including LGBTQ+ people, women, people of color, and people with disabilities.

Benefits:

- Skill development in fundraising and large-scale events
- Participate in developing and promoting NYC Pride events
- Work with an inclusive team of LGBTQIA+ professionals
- Professional development opportunities, such as attending fundraising conferences or representing NYC Pride with funders and major donors
- 100% Medical, dental, and vision paid by organization
- Flexible time off, including holidays, personal days, and vacation time.