



**Veterinarians
Without Borders**
North America

Canada Headquarters:

700 Industrial Ave
Suite #410
Ottawa, ON, K1G 0Y9
+1 (343) 633-0272

U.S.A. Headquarters:

One World Trade Center
85th Floor
New York, NY 10007-0103
+1 (212) 220-7192

Development Coordinator Job Description

Location: Remote – Canada

Reports to: Director of Development

Employment Type: Part-Time (60%) 6-month contract, with potential for renewal

About VWB

Veterinarians Without Borders – North America (VWB) improves animal health, human livelihoods, and One Health outcomes in underserved regions around the world — from northern Canadian communities to international locations. With a growing donor base, we are expanding our fundraising and donor engagement capacity.

Role Overview

We are seeking a detail-oriented and motivated Development Coordinator to support fundraising operations and donor engagement across the U.S. and Canada. The Coordinator will manage donor records, process gifts, coordinate donor communications, and provide support for fundraising campaigns and events.

This is an excellent opportunity for an early-career fundraising professional eager to gain hands-on experience in donor stewardship, data management, and development operations in a collaborative nonprofit environment.

Key Responsibilities

- Maintain and update donor records in CRM systems, ensuring accurate tracking of gifts and interactions.
- Process donations, prepare tax receipts, and generate donor acknowledgments.
- Support preparation of donor proposals, reports, and stewardship materials.
- Assist in planning and executing campaigns, appeals, and donor events.
- Provide administrative support to the development team and coordinate donor-facing logistics.

Qualifications

- 2–3 years of nonprofit fundraising or administrative experience.
- Proficiency with CRM systems (Boomerang or similar).
- Strong organizational and communication skills.
- Ability to manage multiple tasks and deadlines with attention to detail.



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- Experience with donor events and campaigns is an asset.
- Commitment to the mission and values of VWB.

Why Join VWB?

- Contribute to a mission-driven organization making a global impact in animal and human health.
- Gain valuable fundraising and donor engagement experience in an international NGO.
- Be part of a collaborative, supportive, and flexible remote team.

To Apply: Please send your resume and cover letter to **recruitment@vwb.org**.