

June 5, 2025

Job Title: Development Coordinator

Location: Remote

Reports to: Senior Director of Philanthropy

Employment Type: Part-Time

Salary Range: \$28k - \$35k CAD PT

Position Summary:

We are seeking a highly organized, detail-oriented **Development Coordinator** to support our three-person Development team across Canada and the U.S. This critical role bridges fundraising operations and donor engagement, overseeing all gift processing, maintaining and optimizing our donor database (CRM), and supporting a small portfolio of donors. In addition, the Associate will provide administrative and logistical support to the full fundraising and communications team—ensuring high-quality proposals, reports, virtual events, and donor experiences.

This is an excellent opportunity for an early-career fundraising professional who is excited to grow their skills in donor stewardship, data management, events, and development operations in a collaborative nonprofit environment.

Key Responsibilities

Fundraising & Donor Stewardship (50%)

- Maintain and update donor records, pledges, and recurring gift schedules in our CRM (e.g., Bloomerang), including invoicing, relationship tracking, event attendance, and interactions.
- Monitor donation platforms to ensure timely and accurate data capture and resolve processing issues (e.g., expired credit cards, Aeroplan points, third-party platforms).
- Coordinate tax receipts and gift acknowledgment letters, as well as thank-you touchpoints, ensuring timely and personalized donor communication.
- Serve as the first point of contact for donor inquiries via phone or email and provide exceptional donor care.
- Accurately process and code all donations (via Canada Helps, cheques, wire transfers, Fundraise Up, etc.) and coordinate monthly reconciliation with the Finance team.
- Support donor proposal and stewardship report development by gathering content (impact metrics, testimonials, and photos) and preparing briefing materials for meetings.
- Manage a small portfolio of donors, providing thoughtful touchpoints and identifying opportunities for increased engagement.
- Support fundraising campaigns and special initiatives as needed.



**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

Team & Organizational Administration (30%)

- Provide cross-team administrative support, including scheduling meetings, managing calendars, preparing meeting materials, and taking minutes.
- Compile and submit donor proposal packages and grant materials in coordination with program, communications, and finance teams.
- Coordinate logistics for Board and committee meetings, including document preparation, record-keeping, and follow-up tasks, as requested.
- Support the Executive Director with travel arrangements, internal communications, and special projects related to fundraising, as needed.
- Train new staff on CRM usage and data protocols; document and update SOPs for fundraising systems.
- Manage incoming office mail and deliveries; oversee logistical details related to grants, such as meetings and workshop coordination.

Event Coordination (20%)

- Assist in the planning and execution of donor-facing events, particularly our signature Peer-2-Peer fundraising event - Animals & Ales – and webinars, stewardship receptions, and one-time events like World Rabies Day.
- Maintain event websites and ensure branding and messaging align with communications strategy.
- Manage guest lists, invitations, RSVPs, and donor follow-up in the CRM.
- Support event marketing efforts in partnership with the Communications Manager, including Mailchimp emails, social media posts, and event materials.
- Help implement an event communications calendar and coordinate timelines.

Qualifications

- 2-4 years of experience in nonprofit fundraising, development operations, or a similar role.
- Proficiency in CRM platforms (preferably Bloomerang or similar such as Salesforce, Raiser's Edge, or DonorPerfect).
- Experience with email marketing tools such as Mailchimp and online donation platforms such as Fundraise Up is a plus.
- Strong attention to detail and ability to manage complex data and donor records with a high degree of accuracy.
- Excellent organizational and time-management skills; able to juggle multiple deadlines and priorities.
- Comfortable working both independently and collaboratively in a fast-paced environment.



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- Proficiency in Microsoft Office Suite and Canva
- Experience in a small-shop fundraising environment is an asset.
- An understanding of Canadian charitable compliance regulations, including gifts of stocks, securities, and estate gifts. (preferred)
- Exceptional written and verbal communication skills, with a donor-centered mindset.
- Commitment to the mission and values of Veterinarians Without Borders.

To Apply: Please send your resume and a brief expression of interest to: rpiotrowski@vwb.org