

Job Title: Development & Grants Coordinator

About MedGlobal

MedGlobal is an international medical non-profit organization providing health services to people in need, including refugees and displaced persons, in disaster and underserved regions. The organization is composed of medical and public health volunteers of diverse backgrounds.

Job Summary

The Fundraising & Development Coordinator will be responsible for managing and implementing all fundraising & development efforts to support the organization's goals and mission. He/She will research and identify a diversified range of funding sources to ensure long-term income sustainability, including governmental, corporate and private foundations grants.

This position reports to the President and works very closely with the fundraising committee.

Key Responsibilities

Development

- Cultivates potential diversified sources of public and private funding; Establish and maintain relationships with prospect donors, foundation & partners' contacts.
- Develops, prepares, writes and submits grant proposals, applications and reporting.
- Prepares all relevant grants/funding materials such as narratives describing program activities, concept papers, detailed expenditure reports, success stories, etc.
- Maintaining a portfolio of active and pending grants and provide monthly status reporting
- Staying current with foundation trends and giving priorities

Fundraising

- Oversees the implementation & execution of the annual Fundraising strategy to meet year-end fundraising goals.
- Maintains all aspects of donor records in donor management database of individual, foundation and corporate donors to grow charitable giving.
- Maintains and updates constituent records and lists to ensure effective outreach to the organization's donors for maximum campaign and fundraising impact.
- Creates relevant policies and procedures to ensure compliance with best practices.
- Follows up on outstanding matching gift pledges with donors and organizations.
- Responsible for timely acknowledgement & recognition of donors and contributions as appropriate.
- Oversees and manages all fundraising campaigns including logistics of fundraising events.
- Provides monthly reporting on development & fundraising initiatives.

- Provides communications team with relevant content & information needed in developing campaigns
- **Work closely with our communications coordinator to manage and implement social media fundraising campaigns**
- **Work closely with our communications coordinator to send our regular newsletters engaging in fundraising campaigns**
- Other duties as assigned

Required Qualifications:

- Bachelor's Degree with at least 3 - 5 years of experience
- Prior experience working with Blackbaud Raiser's Edge
- **Proven track record of generating donations and funds from a number of sources**
- Experience with grant proposals and reports with focus on international development projects
- Strong interpersonal and communication skills
- Ability to take initiative and possess a drive for delivering outstanding results while working with minimal daily directions
- Strong problem solving skills and critical thinking
- Creative, positive approach toward collaboration and teamwork
- Must have excellent time management skills and the ability to multi-task

Job type: Full-time (contractor based for 6 months)

Job location: Remote - MedGlobal has no physical offices, the network consists of volunteers based mainly in the U.S. and the U.K.

How to apply:

To apply for this position, please send a cover letter, resume and contact information to connect@medglobal.org with subject line: fundraising & development coordinator. Provide samples of grant proposals or concept notes and list of major donors/funders with prior experience working with.