

Development Coordinator

Gain hands-on experience in development and fundraising in the context of a faith-based nonprofit working for peace and justice in Israel/Palestine and the broader Middle East.

The Development coordinator supports the Development Portfolio of Churches for Middle East Peace (CMEP), including conducting prospect and grant funder research, contacting donors, administrative support for grants, maintaining our donor database and producing data reports, meeting project-based needs as they arise, and offering day-to-day administrative support. The coordinator will also assist with development event planning from start to finish.

The coordinator joining CMEP's team will play a key role in supporting all aspects of the development program.

This position requires 10-15 hours per week and can be worked remotely from the United States.

Responsibilities:

- Conduct research on individuals and foundations who may be potential supporters of CMEP
- Prepare written summaries of research findings for the Development Team and Executive Director
- Support donor communications, including with phone calls, emails, and mailings
- Assist the Development Team with proofreading proposals, correspondence, reports, etc.
- Assist with CMEP's fundraising events and special projects
- Assist with preparing and gathering materials for events
- Assist in managing and updating CMEP's fundraising database and donor record keeping, and generating data reports
- Handle confidential information with integrity and discretion
- Provide general administrative support as needed to the Development Portfolio, including grants administration

Qualifications

- Experience with fundraising, grants, or nonprofit work
- Excellent verbal and written English language abilities
- Authorized to work in the United States
- Strong attention to detail and organizational and administrative skills
- Self-starter, highly motivated and proactive
- Tact and maturity required to interact with supporters
- Experience conducting research and writing summaries on findings
- Ability to work both independently and within a team
- Proficient computer skills (especially with Microsoft Office and Google Apps — Drive, Calendar, Docs)
- Experience with Salsa CRM/Engage, data reporting, and Basecamp a plus
- Knowledge and interest in Christian social justice activities, Israel/Palestine and the Middle East a plus

Part Time Contract Position

Salary: \$15/hr

Remote with flexible schedule. 2-4 Meetings during standard business hours per month.

To Apply: Send cover letter, resume, and three professional references to applications@cmepe.org.

Churches for Middle East Peace (CMEP) is a coalition of 30 national Church communions and organizations working to encourage U.S. policies that actively promote just, lasting and comprehensive resolutions to conflicts in the Middle East. CMEP helps church organizations, leaders, and individuals nationwide advocate in a knowledgeable, timely, holistic, and effective way to express their concerns about justice and peace for all peoples in the Middle East.