Title: Development Coordinator
Location: Remote, with occasional travel for events, conferences, the annual NFED Family Conference, staff meetings, and donor related connections.
Job Type: Full-time, exempt
Reports To: Executive Director
Salary: $65,000, plus health benefit stipend, FSA, employee matching IRA, and paid vacation

Position Overview:
The Development Coordinator partners with the Executive Director to grow and sustain the resources that power the NFED's mission. This role leads the day-to-day execution of the NFED's development plan, with a focus on securing new grants, diversifying funding streams, activating family and community fundraisers, and stewarding donors with care. Working closely with the Marketing and Communications team and colleagues across departments, the Development Coordinator brings appeal plans to life and helps every supporter see the impact of their generosity. The ideal candidate is organized, creative, relationship-driven, and excited to help a global rare disease community thrive.

Key Responsibilities:

- **Grant Prospecting and Management:** Research and identify new foundation, corporate, and other funding opportunities aligned with NFED priorities. Maintain a grants calendar and manage the full grant cycle, including writing, submission, reporting, and compliance.
- **Diversified Revenue:** Help expand and diversify NFED's funding streams, including corporate sponsorships, matching gifts, donor-advised funds, workplace giving, and peer-to-peer and third-party fundraising platforms.
- **Family and Community Fundraisers:** Recruit, equip, and support families and community members to host fundraisers, providing toolkits, guidance, and encouragement that grow both participation and results.
- **Volunteer Management:** Recruit, train, coordinate, and recognize volunteers who support NFED's fundraising events, campaigns, and community engagement, building a welcoming volunteer experience that keeps supporters connected to the mission.
- **Donor Stewardship:** Manage timely gift acknowledgments, donor recognition, and stewardship touchpoints that strengthen retention and deepen relationships with new and longtime supporters.
- **Appeals and Campaigns:** Execute annual appeal plans, including the End of Year Appeal and Giving Tuesday, in collaboration with the Marketing and Communications team and colleagues across departments.

- **Database and Reporting:** Maintain accurate donor records in Raiser's Edge and prepare regular reports on fundraising progress, donor retention, and campaign results.
- **Project Management:** Oversee development projects, timelines, and deliverables using Asana and Google Workspace.
- **Events and Engagement:** Provide fundraising and sponsor support for major events and conferences, including the NFED Family Conference.
- **Other Duties as Assigned**

Qualifications:

- Three or more years of experience in nonprofit development, fundraising, or grants.
- Bachelor's degree in a related field, or equivalent experience.
- Demonstrated grant writing experience, with a record of successful proposals preferred.
- Experience with donor stewardship and relationship management.
- Proficiency with Raiser's Edge or a similar CRM, Microsoft 365, Google Workspace, and Asana.
- Familiarity with AI tools and curiosity about using them responsibly to strengthen prospect research and fundraising work.
- Creative, organized, and collaborative, with the ability to manage multiple deadlines in a remote workplace.
- Experience in a small nonprofit or the rare disease space is a plus.

Why Join NFED?

Join a dedicated team committed to making a meaningful impact on the lives of individuals and families affected by ectodermal dysplasias. This role offers a direct hand in strengthening NFED's financial future, the chance to bring fresh ideas to how we engage supporters, and professional development support as you grow your fundraising career.

To Apply

Submit your Resume/CV, Cover Letter and Three References online:
www.nfed.org/DevHire | **Deadline:** December 2, 2026

Our Commitment

NFED is an equal opportunity employer committed to diversity and inclusion. We especially encourage applications from individuals with lived experience of rare diseases.

Questions? Contact Greg Klimovitz, Executive Director greg@nfed.org