Development Coordinator

Red Feather Development Group | Flagstaff, AZ

LOCATION	STATUS	REPORTS TO
Flagstaff, AZ	Full-Time · non-exempt	Development Manager

POSITION SUMMARY

The Development Coordinator supports the planning, execution, and day-to-day operations of Red Feather Development Group's fund development, donor engagement, and communications functions.

This role serves as a key operational support position within the development team, working at the intersection of grant administration, donor management, and public communications. The Development Coordinator assists with grant research, writing, and reporting, donor database management donor engagement, social media content, and campaign logistics while ensuring accuracy, timeliness, and alignment with organizational standards.

This position operates under the direction of the Development Manager and does not have primary responsibility for fundraising strategy, funder relationship management, or staff supervision. The Development Coordinator plays a critical role in ensuring Red Feather's development operations run efficiently and that the organization maintains strong stewardship of its donor and funder relationships.

KEY RESPONSIBILITIES

Grant Research, Reporting & Administration

- Research prospective foundation, corporate, and government funding opportunities and compile background summaries for the Development Manager's review.
- Compile program data, financials, and supporting documentation into grant report templates on a timely basis.
- Pull financial data from QuickBooks Online and coordinate with finance staff to support grant reporting and budget tracking.
- Format, proofread, and prepare final grant applications and reports for submission after Development Manager review.
- Maintain the grant calendar and track upcoming deadlines, alerting the Development Manager to approaching due dates.
- Organize and maintain grant files, correspondence, and funder records to support audit readiness and institutional memory.
- Support the Development Manager in preparing grant budgets by gathering cost estimates, program data, and allocation information.

Donor Database Management & Stewardship

- Enter all donations into DonorDock (or applicable CRM) accurately and in a timely manner.
- Prepare and send donor acknowledgment letters and tax receipts within established timelines.
- Generate donor reports for the Development Manager, Executive Director, and finance team as requested.
- Maintain data entry standards and ensure the integrity and accuracy of donor records.
- Support donor campaign logistics for Giving Tuesday, AZ Gives Day, Annual Appeal, and other fundraising initiatives.
- Respond to routine donor inquiries and process incoming gifts, coordinating with finance staff as needed.
- Assist with direct mail campaigns, including list generation, mail merge, printing, and distribution.

Communications, Social Media & Content Support

- Publish social media content on a consistent schedule, averaging a minimum of two posts per week across active platforms.
- Draft newsletter content and coordinate layout, design, and distribution with internal staff and external designers.

- Gather photos, stories, and program updates from field staff and program managers for use in communications and fundraising materials.
- Maintain the communications calendar and track publishing deadlines for newsletters, social media, annual report, and other deliverables.
- Update website content as directed by the Development Manager.
- Support the annual report production process by coordinating timelines, collecting content from contributors, and managing revisions.
- Monitor social media channels for comments, messages, and engagement opportunities and escalate as appropriate.

Administrative & Operational Support

- Provide general administrative support to the development function, including scheduling, correspondence, and file management.
- Coordinate with program managers to collect program data, client stories, and reporting metrics needed for grant applications and funder reports.
- Support event logistics for donor engagement events, site visits, and community outreach activities.
- Assist with procurement documentation and expense tracking for development-related activities.
- Follow Red Feather internal control policies related to procurement, financial tracking, and documentation.

COMPLIANCE & RECORDS MANAGEMENT

- Maintain organized grant and donor files that support monitoring, reporting, and audit readiness.
- Ensure documentation practices align with organizational policies and applicable funder requirements.
- Support the Development Manager in tracking grant compliance timelines and deliverables.
- Coordinate with finance staff to ensure development-related expenses are properly coded and documented.

PARTNERSHIPS & COMMUNITY ENGAGEMENT

- Serve as a point of contact for routine funder and donor communications as directed by the Development Manager.
- Support outreach activities that connect community members with Red Feather's mission and programs.
- Assist with coordination of field visits for funders, donors, and partners.
- Represent Red Feather at community events and partner meetings as assigned.

TEAM & ORGANIZATIONAL SUPPORT

- Participate in team meetings with prepared updates on assigned tasks and deadlines.
- Coordinate with program staff on data and information needed for grants, reports, and communications.
- Flag issues, blockers, and questions to the Development Manager proactively rather than waiting for direction.
- Support cross-team projects and organizational initiatives as assigned.
- Foster a respectful, collaborative workplace culture aligned with Red Feather's Team Creed.
- Uphold Red Feather's code of conduct and internal handbook.

SCOPE OF RESPONSIBILITY

- Execute assigned development tasks within established timelines and quality standards.
- Manage routine development operations — donor acknowledgments, data entry, social media scheduling, grant file maintenance — with consistency and accuracy.
- Escalate complex decisions, funder relationship issues, or compliance questions to the Development Manager.
- This position does not have supervisory responsibilities or independent decision-making authority over fundraising strategy, grant submissions, or budget development.

WORK STYLE & SUPERVISION

This role works under the day-to-day direction of the Development Manager, who sets priorities and reviews work before it goes out the door. It is a structured position built for someone who takes ownership of recurring tasks and flags problems early, not someone looking for full autonomy over strategy and decisions.

You'll likely thrive in this role if you:

- Prefer clear priorities and established systems over open-ended direction.
- Can run recurring tasks, like grant deadlines, donor acknowledgments, and social media scheduling, independently once trained.
- Raise questions and blockers early rather than waiting to be asked.
- Are comfortable having your work reviewed before it's finalized or submitted.

This role may be a tougher fit if you:

- Want ownership of fundraising strategy or funder relationships.
- Prefer minimal check-ins and independent decision-making authority.
- Need close, step-by-step supervision on routine, established tasks.

REQUIRED QUALIFICATIONS

- Commitment to serving Navajo and Hopi communities and advancing Red Feather's mission.
- Bachelor's degree in communications, nonprofit management, public administration, marketing, or a related field.
- Minimum 1–2 years of experience in nonprofit development, communications, marketing, or a related administrative role.
- Experience with donor databases or CRM software (DonorDock, Salesforce, Bloomerang, or similar).
- Strong written communication skills with attention to detail and accuracy.
- Experience managing social media accounts for an organization or brand.
- Proficiency in Microsoft Office, Google Suite, and web-based platforms.
- Strong organizational skills and ability to manage multiple tasks and deadlines simultaneously.
- Ability to relate to people from diverse cultures and economic backgrounds.
- Valid driver's license and reliable transportation.
- Ability to obtain and maintain an Arizona Fingerprint Clearance Card.

STRONGLY PREFERRED QUALIFICATIONS

- Experience supporting grant writing or grant administration.
- Familiarity with QuickBooks Online or similar accounting software for pulling financial reports.
- Experience with graphic design tools (Canva, Adobe Creative Suite, or similar).
- Experience working with tribal governments or Indigenous communities.
- Experience in the housing, health, or social justice sectors.
- Hopi or Navajo language proficiency.

COMPENSATION & BENEFITS

$50,000–$58,000 per year (DOE). Benefits include health insurance stipend, paid vacation and sick leave, matching 401(k), annual wellness and education stipend, and flexible work hours.

TO APPLY

Submit a 1-page cover letter, resume, and references to: tavanne@redfeather.org

This position is open until filled. This is an in-office position based in Flagstaff, AZ, with occasional travel to program sites on Navajo and Hopi lands.

EQUAL OPPORTUNITY EMPLOYER

Red Feather Development Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, tribal affiliation, religion, national origin, sex, sexual orientation, gender identity, age, marital status, disability, or veteran status.

Navajo Preference in Employment Act (NPEA): Red Feather Development Group complies with the Navajo Preference in Employment Act. Applicants claiming Navajo preference must submit verification of eligibility as required by Navajo Nation law.