



Service. Healing. Transformation.

Development Coordinator

About the Organization

One World Surgery (OWS) is a nonprofit organization with the vision of a world committed to safe, timely and accessible surgical care. Our mission is to ignite the spirit of service and transform lives by providing access to high-quality surgical care globally. OWS funds and operates the world-class Holy Family Surgery Center in Honduras and construction for a second site in the Dominican Republic is nearing completion. Our nonprofit is dedicated to helping thousands of underserved patients receive surgical and primary care and helping hundreds of physicians, nurses and others contribute to making a positive impact in global health. With the support of more than 100 global teammates, One World Surgery hosted 50 medical missions and 1,500 volunteers in Honduras and the Dominican Republic in 2023.

One World Surgery has a strong mission-oriented and values-based culture with passionate and highly engaged teammates across the Dominican Republic, Honduras, and the United States. We embody the spirit of service and seek to learn and continuously improve to expand our impact on patients, volunteers, and communities. We foster supportive working environments where teammates can utilize their skills and grow professionally. We regularly connect as a global team to celebrate personal and organizational milestones.

Position Summary

The Development Coordinator is an organized, detail-oriented individual responsible for providing vital fundraising and administrative support. This role within the Development team will play a key role coordinating corporate partners and providing administrative support for events. This position requires exceptional organizational and relationship management skills, with the ability to work directly with a variety of stakeholders. This is an excellent opportunity for someone with an events, corporate development, donor relations, or fundraising background seeking to grow a career in development while working within an evolving team and growing nonprofit.

Reports to: CEO in the interim

Key Responsibilities

Development & Corporate Relations

- Execute One World Surgery's corporate partners strategy to drive revenue, including assisting with three distinct corporate fundraising initiatives
- Support the execution of corporate events and related campaigns, including a trade show with the solicitation and coordination of 60 vendor sponsors
- Support the execution of a corporate employee giving program
- Track corporate and sponsorship solicitations and support follow-up efforts
- Create gift agreements, invoices, receipts, acknowledgements and other support materials
- Maintain record of solicitation and stewardship actions and contact reports in donor database
- Partner with the Communications and Programs teams to create stewardship and fundraising materials, including sponsorship and corporate proposals for partners and event sponsors
- Provide other administrative support to the development team, as needed

Event Coordination

- Support the event communications strategy and ensure consistent messaging in all event communications and programs
- Create and execute silent and live auctions through direct solicitations and/or request forms
- Manage event mailing lists and RSVP trackers
- Actively coordinate or assist with special events
- Prepare and inventory event supplies such as name tags, print items, OWS logo items, gifts, and more
- Collaborate with staff to ensure all travel arrangements and logistics are made in advance and managed effectively
- Create detailed event and travel itineraries
- Provide on-site event support to ensure events run smoothly with outstanding service with the event attendees

Required Qualifications

- Bachelor's degree with at least 3 years of fundraising, events, or corporate development experience
- Enthusiasm to travel nationally for events approximately 5 times per year
- Extraordinary organizational, interpersonal and communication skills, including strong writing and relationship management skills
- A team player open to coaching and eager to develop
- Meticulous attention to detail and excellent problem-solving skills
- Ability to work well under pressure, handle several projects simultaneously and re-prioritize as needed
- Record of showing initiative and thriving both individually and collaboratively in an evolving, fast-paced environment
- Respectful of the sensitive and confidential nature of donor information
- Proficient with Microsoft Office Suite including: Outlook, PowerPoint, Word and Excel
- Experience with nonprofit donor database, Constant Contact, InDesign or other similar platforms preferred
- Commitment to global health equity and One World Surgery's mission

Location: Fully-remote anywhere within the United States, with a preference for candidates located in Denver, CO or Twin Cities, MN. National travel required.

Status: Full time. Exempt from the provisions of wage and salary regulations. The pay range for this position at commencement of employment is expected to be between \$50,000 and \$60,000/year. The starting salary offered may vary depending on multiple individualized factors including market for the position, job-related knowledge, skills and experience.

One World Surgery offers a competitive benefits package including group medical, dental, and vision plans; 401k with enhanced 4% employer match; employer paid life insurance; voluntary short and long-term disability insurance; Employee Assistance Program; 8 paid holidays; and unlimited Paid Time Off.

One World Surgery is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran

status, or any other legally protected characteristics. One World Surgery is committed to providing reasonable accommodations, as required by law.

One World Surgery requires all employees to be fully-vaccinated against COVID-19 or have a valid religious or medical reason not to be vaccinated.

Start Date: ASAP

To Apply: Please complete the form and submit your resume [here](#).