

Development & Outreach Coordinator

Job Posting

Are you an organized and self-motivated individual looking to make an impact on the world through your career? Do others remark on how personable you are and your knack for making friends and forming relationships whether you're meeting with a donor or standing in line at the grocery store? If you're reading this, nodding, and saying, "That's me!" we'd love to talk with you!

Cooperative for Education (CoEd) is a nonprofit organization dedicated to breaking the cycle of poverty in Guatemala through education. CoEd accomplishes this mission by helping kids learn to read, use technology, and graduate with the skills to thrive throughout their lives. By providing education tools (like books and computers), teacher training, and scholarships, CoEd strives to address the root causes of poverty in Guatemala sustainably, rather than merely treating its symptoms.

CoEd's Cincinnati office is looking for a Development & Outreach Coordinator to support the Major Gifts team and Grants team with donor stewardship, maintaining accurate account records and calendars, scoring and prospecting new leads, and preparing email communications. The Development & Outreach Coordinator will also support the Outreach team with presentations and responding to inquiries.

This position will be responsible for:

Donor Relationships and Communications

- Supporting the Major Gifts and Grants teams with prospecting, stewardship and reporting, data entry, and other tasks as assigned.
- Stewarding gifts from individuals, foundations, and businesses to ensure that they are well-informed and engaged with CoEd's programs in Guatemala.
- Utilizing databases, project management software and applications, and other technologies to stay ahead of deadlines and maintain up-to-date records.
- Building connections with current and prospective funders to identify areas of interest, tailor communications, and establish trust between the funder and CoEd's staff and programs.
- Drafting or updating written communications and compiling photos, quotes, measurable results, and other assets, as needed.
- Researching and qualifying prospective funding opportunities.

Outreach Team Support

- Supporting the Outreach Team with follow-up on prospects and leads, and maintenance of documentation.
- Working strategically and creatively to increase sponsorships and tour sign-ups.

- Presenting CoEd's work in-person and virtually to interested groups.

Our IDEAL candidate will possess the following characteristics:

You're filled with gratitude.

You love showing others the appreciation they deserve and recognize that thoughtfulness is key when communicating with donors.

You value attention to detail.

You care about the little things and carry out your work with thought and integrity. You're even watching for typos, and this sentence made your eye twitch.

You're passionate about empowering students.

You recognize the importance of education, and long to make a difference by connecting promising students with supporters who can help them surmount the barriers to their success.

Skills/Experience Required:

- Associate's or Bachelor's Degree in a related field. Please include your area of study in your application.
- Database experience and/or tech savviness required. Experience with Salesforce a plus.
- Detail-oriented with strong organizational skills.
- High level of critical thinking and problem-solving skills.
- 3-5 years of work experience in fundraising, donor relationship management, or sales and customer service strongly preferred.
- Grant writing/research experience a plus.
- Proactive in project management and takes initiative on research and lead development.
- Ability to interact and work effectively with donors, volunteers, and colleagues.
- Excellent written and oral communication skills.
- Spanish reading/writing ability a plus.

Compensation: \$48,000 - \$55,000 annual salary

Benefits:

- Medical/Dental/Vision Insurance
- Employer HSA contribution (based on type of insurance selected)
- 401(k) plan
- Flex time
- 4 weeks Paid Time Off (PTO), 8 observed paid holidays and 2 paid floating holidays
- Paid annual professional development opportunities

This position is based in our Cincinnati, Ohio office starting in April 2026. This office currently operates with a hybrid in-person and remote schedule. This role will be required to come into the office on Wednesday and Thursday each week.

How to Apply: Please apply through our website at coeduc.org/careers with resume and cover letter. Applications submitted prior to March 15th will receive priority consideration. **No phone calls, please.**

Cooperative for Education is an Equal Opportunity Employer and does not unlawfully discriminate on-the-basis of any status or condition protected by applicable federal or state laws.