Title: Coordinator, Program Development, Health Programs

Summary:

Works with the chief development officer and other health program development staff to support all fund raising efforts related to The Carter Center’s programs. Assists in the development (including development of long-term objectives and strategies), implementation, and evaluation of health program fund raising efforts. Manages administrative duties and information flow in the health program fund raising area. The Health Programs Development Department is responsible for eight programmatic initiatives, with annual funding needs in the $15 – 25 million range, and management of 50 - 100 grants at any given time. The Department also receives a large number of in-kind contributions, which require oversight. The support comes primarily from foundations, governments (US and foreign), corporations, and multilateral organizations, as well as individuals. Reports to the chief development officer for health.

Minimum Qualifications:

Bachelor's degree and two years of related experience, preferably in fund raising and/or non-profit institutions. Strong computer skills; knowledge of Microsoft Office, Raiser's Edge, and electronic databases is desirable. Strong organizational and budget skills. Ability to communicate well, both orally and in writing, with diverse constituencies.

Key Responsibilities:

1. **Donor Records:** Manages donor records (in Raiser's Edge and hard files), coordinating with development research/records staff and updating as necessary. Maintains and updates lists of donors for particular programs, types of activities or mailings. Establishes and maintains files for each current program grant and prospective donor.

2. **Donor Cultivation/Stewardship:** Assists the chief development officer, associate director, and assistant directors in overseeing the stewardship process for all program donors and prospects. Ensures timely submission of acknowledgement letters, grant reports, and other materials. Develops various communication materials, including mailings (special and ongoing) to keep donors and prospective donors informed of program activities in their specific areas of interest.

3. **Grants and Budget Management:** Processes grant agreements and receipts. Prepares and monitors the annual budget for the health programs development office. May assist with preparation of budgets for program-related proposals.

4. **Events, Travel and Planning:** Coordinates and schedules on-site events and meetings at The Carter Center. Plans and schedules trips (foreign and domestic) by program development staff to meet with donors and prospects, and serves as the Development Office's program area liaison for trips that encompass the full range of development/institutional needs.
5. **Communications:** Drafts and edits acknowledgement letters, short proposals, and other selected correspondence. Facilitates meetings and other communications for the CDO and ensures appropriate knowledge sharing about donors and fund raising activities. Maintains extensive phone and personal contact with Center staff regarding fund raising priorities.

6. **Research:** In coordination with health programs development staff, performs research and administrative duties related to identifying prospects.

7. **Reports:** Develops and generates regular statistical and operational reports to show status of grant reports, acknowledgements, payments, and proposals outstanding.

8. **Office Management:** In coordination with Carter Center CIS and telephone offices, manages equipment needs and repairs, and oversees the purchase of supplies, gifts for donors, and other items.

9. **Supervision:** Directs interns and work-study students in general office/clerical duties, such as filing, copying, and other tasks.

10. **Other:** Performs other related tasks as requested.