



JOB TITLE	Development Coordinator		
REPORTS TO	Development Director		
BASED AT (OFFICE LOCATION)	5668 W Flying Hawk Lane, Boise ID 83709		
REGULAR/TEMPORARY	Regular	FULL/PART TIME	Full-Time Non-exempt

MISSION

Conserving Birds of Prey Worldwide

WORK WITH US

The Peregrine Fund (TPF) protects the earth’s 562 species of raptors, partnering with local people on five continents to inspire action and preserve essential habitats. Support comes from donors, corporations, and government grants. We were founded in 1970 to rescue the Peregrine Falcon from extinction by pioneering ways to breed and release them across North America. With that historic success, our mission grew to encompass all raptor species worldwide.

Currently, The Peregrine Fund works to:

- Restore critically endangered species
- Research little-known species
- Train and support students
- Engage all ages with environmental education
- Conserve habitat

Our employee benefits program plays a vital role in demonstrating our commitment to our employees. We are pleased to offer eligible employees a benefits program that is comprehensive and among the best among our peer institutions, including a 403(b) retirement program as well as health, dental, vision, life and long-term disability insurance.

The Peregrine Fund is an Equal Opportunity Employer. We ensure all qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or veteran status.

The successful applicant will be required to complete a background screening before final offer of employment is made.

POSITION SUMMARY

The Development Coordinator will work closely with the Development Department to create, maintain, and expand the scope of fundraising and stewardship opportunities. This position will report to the Development Director and collaborate with the Development and Communications teams, and will represent the Development department with program staff. This position supports and contributes to the department’s strategy, locally in Boise and on an international scale. The Development Coordinator will also help with the logistics of donor trips for both donors and staff. This position is responsible for meeting an annual revenue target to increase event sponsorships.

ESSENTIAL FUNCTIONS

The Development Coordinator will support the major gifts team with the coordination and logistics of all donor events - whether it is travel, stewardship, recognition or engagement. An attention to detail and the ability to keep priorities

clearly in mind is crucial. This position also supports operational functions of the department, including data entry, and support for pledged and received gifts. The Development Coordinator will work within budget during the planning processes through the completion of each event.

RESPONSIBILITIES AND SCOPE

- Coordinates all aspects of fundraising events - from generating invitation lists, managing RSVPs, creating follow up tasks and managing all logistics, including but not limited to: booking event spaces, organizing catering, transportation, collateral to be presented and keeping the budget firmly in mind.
- Provides data entry support for CRM, including gift entry, pledges and major gift stewardship, events and RSVPs, and reporting – ensuring all information is accurate, timely, and consistently updated.
- Coordinates development trips – promotion through follow-up – with the major gifts team and relevant program staff.
- Secures sponsorships for the Annual Fall Flights events and coordinates events and recognition with the development team and program staff.
- Assists in prospecting, researching, and promoting donors to the Major Gifts Team for review.
- Supports the team in writing, editing, and sending out donor correspondence.
- Expedites donor engagement tasks as needed.
- Eagerly engages in other duties as assigned.

MINIMUM QUALIFICATIONS

- Minimum of 2 years of experience coordinating fundraising events with a track record of success.
- Strong work ethic, sense of energy, attention to detail, and ability to think and independently under deadlines.
- Highly collaborative.
- Passion for conservation and eagerness to support global conservation efforts.
- Excellent interpersonal and communication skills.
- Project coordination acumen.
- Ability to connect and interface with individuals at all levels of the organization - both internally and externally.
- Solid sense of self- motivation, integrity, and initiative.
- Proficient use of MS Office Suite, Google Drives, Adobe tools.

PREFERRED QUALIFICATIONS

- Experience working for a large non-profit organization
- Familiarity with Donor Databases
- Eagerness to learn, engage, and connect with both internal and external audiences.
- Comfortable with uncertainty and the ability to flex work flow to meet deadlines.
- Ability to see the scope of work as well as the daily tasks.
- Positive sense of the world and a sense of humor.

WORKING CONDITIONS

- Some weekend and evening work required along with light domestic travel.
- Ability to stand for longer periods of time.
- Able to lift 25-30 lbs without strain or injury.
- Some weekend and evening work required.
- Flexibility in working conditions - office work and some outdoor events

COMPENSATION

- Hourly Wage: \$21.00

TO APPLY

- Send via email a single file attachment (PDF preferred) including a cover letter, resume, and contact information for 3 references to: employment@peregrinefund.org. Please name the file "LastName_FirstName_Development Coordinator" and include the job title you are applying for in the subject line.