



Stamford Emergency Medical Services Job Posting: Development Coordinator

Title: Development Coordinator
Type: Part time
Location: Stamford, CT
Work type: Onsite/remote
Pay range: \$35 - \$40/hour DOE

About Stamford Emergency Medical Services

Stamford Emergency Medical Services (SEMS) is the sole provider of mobile medical treatment and transport services in the City of Stamford, CT. As a private, nonprofit organization, SEMS depends on financial support from the community to carry out its mission of providing round-the-clock response to 911 calls and other crisis situations.

Position Summary

The Development Coordinator will play a crucial role in supporting the organization's fundraising efforts. This individual will assist in prospect research and donor management, grant writing, and other development activities. Reporting to the Development Director, the ideal candidate is a highly organized, detail-oriented individual with excellent communication skills and a passion for our mission. This is primarily a remote position with occasional attendance at meetings onsite.

Responsibilities

- Donor Records Management (in conjunction with SEMS office administrator):
 - Assure accurate and up-to-date recording of donors and their contributions in the organization's database.
 - Conduct donor research and analysis in conjunction with direct mail vendor.
 - Prepare donor reports and analyses.
- Special Projects
 - Coordinate and update *HopeLine Connect* website (multi-lingual resources for individuals in crisis).
 - Initiate and conduct outreach to small-to-midsize businesses.
- Grant Writing:
 - Research potential grant opportunities and prepare grant proposals.
 - Assist with grant reporting and compliance.
- General Development Support:
 - Assist with direct mail appeals, email appeals, and other fundraising initiatives, including management of image library and “grateful patient” stories.
 - Provide administrative support to the Development Director, including scheduling meetings, preparing presentations, and managing correspondence.
 - Represent the organization at community events and meetings, as needed.

Qualifications

- Bachelor's degree or equivalent academic experience.
- At least 3 years' development experience in small-to-midsize nonprofit.
- Strong organizational and time management skills.
- Familiarity with direct mail, email, and social media.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Experience with *Little Green Light* donor management software (or similar).
- Familiarity with *Constant Contact* email communication software (or similar).
- *Knowledge of Stamford community preferred.*

Salary

- \$35 - \$40 per hour DOE.
- 16 - 20 hours a week, Monday – Friday, with flexibility based on needs of the position.

Qualified applicants should submit cover letter, résumé, and 2 relevant writing samples to:

Edward Browne, Chief and CEO
edward.browne@stamfordems.org

Stamford Emergency Medical Services is an equal opportunity employer and values diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

1/15/25