

National Medical Fellowships Development Coordinator

About NMF

National Medical Fellowships (NMF), founded in 1946, is the nation's premier organization providing scholarships for medical students and healthcare professionals from groups underrepresented in medicine. NMF's vision is to empower and support aspiring physicians and health professionals underrepresented in medicine to contribute to the health of our nation. We envision a diverse healthcare workforce which will have the leadership, commitment, and cultural competency to achieve health equity. NMF's mission is to provide scholarships and support for underrepresented minority students in medicine and the health professions.

Position Description

The Development Coordinator will work with the Chief Development Officer to support the building and maintenance of NMF's database of constituents. The Coordinator will also provide administrative support to assist staff in the development department with scheduling meetings, managing calendars, and event planning. This role supports the integration of development initiatives with other activities and programs of NMF where appropriate.

Responsibilities

Development Plan

- Assist the Chief Development Officer with implementation of NMF's Development and Alumni Engagement plan — an integrated schedule of activities — to meet goals and objectives established for the Department.

Support Assistance

- Schedule meetings and manage appointments / calendars for NMF's development staff and partners
- Communicate meeting details, including conference-line and web-enabled connections with meeting participants
- File and archive materials for the development department

Events

- Coordinate special events, including program and alumni activities, in collaboration with development staff
- Draft communication materials, schedule activities, plan and facilitate logistics for special events

Database and File Archive Coordination

- Assist in the formulation, implementation, and maintenance of NMF's Donor files.

- Aide in the management of NMF's fundraising database (Raiser's Edge) that contains records of all constituents, including former and current scholars and fellows, mentors and advisors, friends, corporations, foundations, board members and such other constituents as may be identified.
- Implement procedures and standards for the maintenance and updating of the files and records of all individual constituents. Select, sort, merge, and prepare report design and generation features of the fundraising database.
- Facilitate the fundraising database interface with word, excel and other software programs so that there is effective use of fields, fund codes, accounts, and relevant information for operational and programmatic activities.

Gifts & Pledges

- Management of the organization's donor records and archiving of NMF's pledge and gift receipts. Record and acknowledge receipt of gifts in NMF's donor management systems, which shall include gift entry; reconciliation of receipts and recorded gifts; establishment of a pledge reminder system; and implementation of a program for acknowledgments of gifts.

Solicitations

- Assist in the production of direct mail and other solicitation projects, the production or outsourcing of personalized mailing, the management of lists, files, and the production of tracking systems and status reports for personal visit programs.

Communication Materials

- Assist in the creation and production of written and graphic materials used to support the cultivation and solicitation of constituents.

Consultants

- Work effectively with NMF's development, management, program, and communications consultant(s).

Other duties as assigned

Qualifications

- Bachelor's degree and a minimum of one to two years of related development or program assistance experience in customer serving organization.
- Excellent organizational, interpersonal, oral, and written communication skills, including a high level of attention to detail and active listening skills.
- Experience managing calendars and scheduling events is required.
- Excellent customer service and commitment to exceptional quality is a must.
- Demonstrated experience with data management and basic analysis
- Proficiency in website and online applications, including experience supporting design/implementation is highly preferred.

- Proficiency with Microsoft programs including Raiser's Edge fundraising database (or similar platform), Word, Excel, PowerPoint, Publisher, and Adobe.
- Organized, quick learner, adaptable, creative, and dedicated.
- Ability to balance, negotiate, and interact effectively with others, work independently, and multi-task to accomplish all work in a timely manner.
- Must be able to problem-solve and troubleshoot, in addition to the ability to work independently in a dynamic team environment.
- Must possess the ability to prioritize projects with sensitivity to changing priorities while meeting deadlines.

Work Environment

- Small, collegial, enthusiastic team that shares a strong commitment to facilitating growth of a diverse health workforce. The team is committed to increasing access to healthcare and improving health outcomes to underserved populations.
- NMF has a virtual remote working environment, however, location in the Washington DC area is preferred.

Compensation

This position has a salary range of \$45,000-50,000, commensurate with experience, and a generous benefits package, including paid time off; medical, dental and vision benefits; LTD; STD; Life Insurance; and 401K matching plan.

How to Apply

Applications should be submitted electronically to jobs@nmfonline.org. Please include the position title in the email Subject. Example: POSITION: Development Coordinator.

Applications must include:

- A one-page cover letter
- CV/resume

NMF values a diverse workforce and an inclusive culture — people of color, women, individuals with disabilities, immigrants, and people from other underrepresented communities are strongly encouraged to apply for this position.

NMF does not discriminate on the basis of race, ethnicity, national origin, age, creed, religion, physical ability, gender, gender identity or expression, pregnancy, sexual orientation, previous incarceration, veteran status, union membership or activism, or any other characteristic protected by local, state, or federal law.