



## Full-Time Position: Development Coordinator

<b>Overview</b>	<p>The MORE Project (<a href="http://themoreproject.org">.themoreproject.org</a>) is a nonprofit organization focusing on breaking the cycle of poverty in Brazil. Working with us will give you an opportunity to make a difference in the lives of some of the most impoverished in Brazil. We are a small, highly productive team and only self starters with strong initiative and little need for supervision need apply. We feel it a privilege to work at The MORE Project which means we take pride in our work and feel a strong responsibility to deliver at a high standard. At The MORE Project, we have a fun and friendly staff that will provide you with the opportunity to learn to work in a team. Compensation commensurate with experience.</p>
<b>Scope of Work</b>	<p>The MORE Project Development Coordinator reports to the Director of Giving at The MORE Project and focuses on maintaining and reporting on financial and donor data. It is also customer (donor) facing and requires excellent customer service skills. The successful candidate must have experience working with donor databases and spreadsheet programs. Quick Books experience is also desirable. Attention to details and strong organization skills a must.</p>
<b>Job Duties</b>	<ul style="list-style-type: none"><li>• Maintain responsibility for large, dynamic donor database recording all contributions, tracking history and providing analysis on donor data</li><li>• Communicate with donors through website, providing ongoing communication</li><li>• Prepare monthly and annual receipting to donors</li><li>• Participate in strong donor stewardship program</li><li>• Provide excellent customer service through verbal and written communication with our donors and partners</li><li>• Coordinate with states and other legal entities to ensure compliance with nonprofit laws</li></ul>
<b>Job Requirements</b>	<ul style="list-style-type: none"><li>• Proficient in donor database software, preferably Raiser's Edge</li><li>• Microsoft Office skills (Excel, PowerPoint and Word)</li><li>• Working knowledge of accounting skills</li><li>• Experience in Quick Books desired</li><li>• Knowledge of non profit or ability to gain knowledge</li><li>• Strong analysis and problem solving skills</li><li>• Initiative and strong communication skills</li><li>• Guardian over assets, processes and operations</li><li>• Trustworthy with high integrity</li><li>• Good organization skills</li><li>• Ability to work with little supervision and high level of trust</li><li>• Work is done at the office</li></ul>
<b>Education and Experience</b>	<ul style="list-style-type: none"><li>• Associates Degree or equivalent</li><li>• Bachelor's Degree desired</li><li>• 3 – 5 years of related work experience</li></ul>

If interested, please send cover letter and resume to [@themoreproject.org](mailto:@themoreproject.org)

Resumes accepted until: December 11, 2009