



Job Announcement: Development Coordinator (Eng/Spa Bilingual Preferred)

Migrant Clinicians Network (MCN), a 501(c)(3) national nonprofit founded in 1984, is hiring a full-time Development Coordinator.

MCN builds practical solutions at the intersection of migration, vulnerability, and health. Through training, technical assistance, resource and tool development, and opportunities for connection, we support tens of thousands of health care providers, community health workers, outreach teams, and other clinicians across the United States and Puerto Rico. We also provide direct care coordination to migrants, immigrants, and other underserved and historically marginalized communities.

Our life-saving work is powered by a diverse and passionate team committed to health justice. Most of our staff work remotely, with offices located in Salisbury, MD and San Juan, PR.

Reporting to the Director of Development, you will support our growing Development Department focused on long-term revenue growth. As the organization works to diversify funding from foundations and individuals, this position provides essential operational, relational, and administrative support. Working closely with the Director of Development and cross-functional teams, the Development Coordinator will contribute to the creation of foundational processes and practices in a flexible work environment that can be fully remote or hybrid, depending on the incumbent's location.

Responsibilities

Operations and Data Management

- Enter and maintain donor, gift, opportunity, and contact information in eTapestry. Process donations and generate acknowledgments and tax receipts. Complete matching gift forms as needed and partner with Programs and Finance to track grants and institutional donors.
- Maintain data integrity through regular audits and cleanup.
- Partner with the Finance department to reconcile eTapestry entries with QuickBooks. Coordinate with the Communications department to keep records consistent across eTapestry and Mailchimp.
- Manage profiles on third-party giving and certification platforms.

- Generate regular and ad hoc reports on donor activity and campaign performance.
- Develop and maintain SOPs for eTapestry and related processes.

Donor Relations

- Serve as first point of contact for development inquiries and monitor the department email account.
- Under the direction of the Director of Development, support execution of the multi-year fundraising strategy in collaboration with Communications to grow revenue and retain donors.
- Assist with development events: manage invitations/RSVPs, track attendance, coordinate logistics, and support follow-up.
- Support the annual stewardship calendar by coordinating donor acknowledgments, recognition, engagement, and reporting.
- Assist the Director of Development and Executive team with major donor cultivation, solicitation, and stewardship by gathering materials, documenting interactions, and ensuring timely follow-up.

Logistical & Administrative Support

- Provide scheduling and coordination for donor meetings, events, and internal development activities.
- Assist with direct mail campaigns, including list pulls, production schedules, and mailing logistics.
- Manage inventory of development materials and coordinate with vendors as needed.
- Organize and maintain donor files and records in eTapestry and SharePoint.
- Coordinate across departments to align on development needs and timelines.
- Schedule meetings, manage calendars, and send reminders; attend and support donor meetings and events as needed.
- Actively participate in MCN-wide strategic planning and goals.

Required Skills/Abilities

- Strong organizational, problem-solving, and critical thinking skills with high attention to detail.
- Proactive, self-motivated, and able to manage multiple priorities under tight deadlines.
- Comfortable working with data and technology to ensure accuracy, efficiency, and informed decision-making.

- Excellent customer service and interpersonal skills, with the ability to engage donors, colleagues, and external partners professionally.
- Demonstrates tact, professionalism, and discretion in all interactions.
- Builds and maintains collaborative relationships across teams and with external stakeholders.
- Passion for philanthropy and fundraising, with experience or strong interest in building donor relationships rooted in trust, shared goals, and a commitment to social justice.
- Fluent in English, bilingual in Spanish preferred.
- Familiarity with Microsoft Office 365 and virtual meeting software, and ability to learn new applications quickly. Experience in eTapestry or other CRM a plus.

Education & Experience

- Bachelor's degree or equivalent experience required.
- Experience or demonstrated interest in nonprofit development/fundraising, with 2–3 years of relevant work experience preferred. Familiarity with public health, social determinants of health, and immigrant, migrant, or other vulnerable populations is a plus.

Physical & Travel Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Possible occasional domestic travel as needed.

Interested candidates are invited to apply [via the Deamer Group](#).

MCN provides equal employment opportunities to all individuals without regard to race, color, sex, religion, national origin, age, disability, pregnancy, sexual orientation, gender identity or expression, genetic information, ancestry, or HIV/AIDS status. We comply with all applicable federal and state laws, rules, and regulations, and provide equal employment opportunity in all aspects of employment and employee relations.