



Join Us!

Do you want to make an impact on the lives of kids, schools, families, and communities? Do you dream of being in a job that enables you to truly collaborate with others to implement change and make a difference? Action for Healthy Kids® (AFHK) is looking for an amazing individual to join us as a part-time **Development Coordinator**.

About Us

Action for Healthy Kids is a national non-profit organization raising the bar on the health of the whole child to extraordinary levels across the country. AFHK mobilizes educators, families, and communities to take actions that lead to healthy eating, physical activity, and healthier schools where kids thrive. We partner with dedicated volunteers—teachers, students, parents, caregivers, school wellness experts, and more—from within the ranks of our 140,000+ champions to create healthy school changes. We are committed to impacting holistic changes, focusing on serving students and families from under-resourced communities.

RMC Health believes that healthy young people are more successful in school and in life. That is why we Partner with passionate advocates for the whole child to help them improve their practice. Every day, we provide professional learning and capacity-building that helps wellness champions transform their knowledge and skills into effective school health programs and policies, so students of every background and identity can live their best lives.

In fall 2022, AFHK and RMC Health completed a merger agreement to bring together their complementary programs and services to meet the urgent needs of America's youth and families.

Position Title:	Development Coordinator
Position Location:	Remote
Position Type:	Contractor (20 Hours per Week) - 6 month Assignment
Classification :	Non-exempt
Reports To:	Development Manager
Original JD Date:	November 2023

Position Summary:

The Development Coordinator will provide a high level of administrative and logistical support to the Director of Development and the Development Manager while collaborating closely with the rest of the Growth Department. This position requires excellent communication skills, a strong work ethic, and interest in nonprofit resource development. The Development Coordinator will focus on identifying and maintaining a pipeline of prospects, with a goal of growing and diversifying revenue in support of the mission of AFHK and RMC Health.

Essential Functions:

- Work with development team to execute annual development plan to support strategic initiatives and programs.
- Assist in fundraising efforts by identifying and prioritizing potential donors, grant opportunities, and fundraising events to maintain a pipeline of prospects.
- Provide outreach support for development team by creating profile sheets, sending outreach emails, scheduling discovery meetings, coordinating agendas, and assisting with team follow-up.



- Assist with recording donor research, actions, and touchpoints into donor/prospect database for activity reports.

Competencies:

- Collaboration – ability to work cross-functionally as part of a team in a fast-paced environment.
- Communication – excellent verbal and written communication.
- Relationship Building – strong interpersonal skills, ability to build authentic relationships with coworkers and partners.
- Self-Motivated – the self-motivation to work hard and with passion, rigor and purpose, and ability to be proactive and take initiative without being directed all the time.
- Time Management – proven ability to prioritize and meet deadlines.

Education and Experience Qualifications

- Collaborative team player who enjoys working with a team of people.
- Superior verbal and written communication skills.
- Highly organized with strong attention to detail and an ability to prioritize and manage multiple projects.
- Proficiency in using technology for fund development, including videoconferencing, CRM (Customer Relationship Management) (specifically Salesforce), project management tools (e.g., Asana), and Microsoft Office Suite.

Compensation - \$25.00 per hour for up to 20 hours per week Contractor role. Part-time, Grant-funded through June 2024.

Travel - Minimal (less than 5%), as necessary and safe.

Physical demands – The work is sedentary and usually accomplished while the candidate is comfortably seated at a desk or table. Items carried typically are light objects such as briefcases, notebooks, and data processing reports. Extensive use of computer equipment requires frequent telephone or virtual meeting activity.

Action For Healthy Kids is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

To apply, please submit a resume and cover letter to contractor.support@actionforhealthykids.org