



MANASOTA BRANCH

Development Coordinator (Contract Position – Grant Funded, 2 Years)

Organization: Manasota ASALH

Location: Remote (Florida-based) with required travel to Sarasota for events

Contract Type: Independent Contractor

Duration: 24 months (grant funded) with possible renewal depending upon funding

Compensation: \$65,000

Position Overview

Manasota ASALH is a fast-growing nonprofit experiencing significant expansion in donor engagement, programming, and community impact. The Development Coordinator will play a key role in supporting this growth by strengthening fundraising operations, enhancing donor stewardship, and helping build the infrastructure needed for long-term sustainability.

A major priority for this role is assisting with the setup, organization, and ongoing management of our donor-management database to ensure accurate tracking, seamless communication, and strong stewardship practices.

This position is ideal for an innovative, detail-oriented, relationship-driven professional who thrives in a mission-focused environment and can work independently while supporting a dynamic and expanding organization. This position reports to the Executive Director and works collaboratively with other financial officers within the organization.

Key Responsibilities

Donor Relations & Stewardship

- Manage donor acknowledgments, thank-you letters, and stewardship touchpoints
- Maintain accurate donor records in Neon CRM
- Assist with donor research and prospect identification
- Support donor retention and cultivation activities

Donor Database & Systems Support

- Assist in setting up, organizing, and optimizing the donor-management database
- Ensure accurate data entry, segmentation, and reporting
- Help develop processes and best practices for donor tracking and stewardship
- Support integration of fundraising tools and systems as needed

Fundraising & Development Operations

- Support annual fundraising campaigns and appeals
- Assist with grant tracking, reporting deadlines, and gathering documentation

- Help prepare development materials, presentations, and donor updates
- Maintain fundraising calendars and timelines

Event Support

- Assist with planning and execution of fundraising events, membership events, and community programs
- Attend Sarasota-based events as needed (occasional evenings/weekends)
- Coordinate event logistics, guest lists, registration, and follow-up

Communications & Marketing Support

- Draft donor-focused content for newsletters, social media, and website updates
- Support storytelling efforts that highlight program impact
- Assist with marketing materials for events and campaigns

Administrative & Data Management

- Maintain organized development files and documentation
- Track metrics, donor activity, and fundraising progress
- Provide general administrative support to the Executive Director as needed

Qualifications

- Experience in nonprofit development, fundraising, or administrative support
- Strong writing and communication skills
- Familiarity with donor databases (Neon CRM experience preferred)
- Highly organized, detail-oriented, and able to manage multiple deadlines
- Comfortable working remotely and independently
- Ability to attend in-person events in Sarasota
- A strong commitment to the mission of ASALH, including the protection, preservation, and celebration of Black history

Education:

- **Bachelor's degree preferred** in a related field such as:
 - Nonprofit Management
 - Communications
 - Business Administration
 - Public Administration
 - Marketing
 - Fundraising/Philanthropy
 - Or a related discipline

OR

- **Equivalent professional experience** in nonprofit development, fundraising, donor relations, or administrative support.

To apply, please send your resume and cover letter to info@asalh-manasotafl.org Include in the subject line your name and the position title; *i.e. Jane Doe – Development Coordinator*