

Development Coordinator

Boys Home of Virginia | Full-Time

Are you detail-oriented, organized, and passionate about supporting a meaningful mission? Boys Home of Virginia is seeking a dependable and motivated **Development Coordinator** to provide essential administrative and data support to our Development team.

In this role, you'll help keep our fundraising and outreach efforts running smoothly behind the scenes—ensuring accurate records, supporting communications, and assisting with events that make a lasting impact on the young men we serve.

About the Role

This position is ideal for someone who enjoys working with data, managing details, and providing strong office support. Your work will play a vital role in maintaining donor records, coordinating communications, and helping the Development team stay organized and effective.

What You'll Do

Administrative & Data Support

- Accurately enter, maintain, and update donor data
- Receive, log, and acknowledge donor contributions promptly
- Assist with financial record-keeping and reporting for the Development Department
- Maintain calendars, schedules, and internal tracking systems
- Support the preparation of mailings, publications, and communications

Office & Team Support

- Provide day-to-day administrative support to the Development team
- Help coordinate logistics and communications for events and outreach efforts
- Assist with organizing meetings, materials, and follow-up tasks
- Support special projects and departmental initiatives as needed

Event & Outreach Assistance

- Assist with the coordination of events, including scheduling, communication, and follow-up
- Assist with church outreach and communications, and the scheduling of mission group trips to campus
- Support efforts to share the Boys Home story through organized communication and materials by taking photos of Boys Home students and events and supplementing the Boys Home content calendar

Preferred Skills and Knowledge

- Working knowledge of CRM systems and data analysis platforms
- Working knowledge of Canva and other graphic design platforms
- Working knowledge of Google and Microsoft Suites

Why Join Boys Home of Virginia?

At Boys Home, every role contributes to changing lives. As part of our Development team, your behind-the-scenes work will directly support programs that help young men grow, learn, and succeed.

Additional Details

- Full-time position
- Some evenings or weekends may be required for event support