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**Position Announcement: National Development Coordinator**  
**Location: Boston, MA**

**Organization:**

Project HEALTH is a rapidly-growing national nonprofit that works to break the link between poverty and poor health. To achieve our vision of a health care system that addresses resource needs as a standard part of patient care, Project HEALTH uses a simple but effective model: in the clinics where our Family Help Desk programs operate, physicians can “prescribe” food, housing, job training, or other resources for their patients as routinely as they do medication. Located in the waiting room and staffed by college volunteers, our Family Help Desks “fill” these prescriptions by connecting patients with key resources.

Project HEALTH thus has a two-fold impact: First, the Family Help Desks expand clinics’ capacity to secure those resources necessary for their patients to be healthy. Second, Project HEALTH is producing a pipeline of new leaders ready to create the changes required to improve health outcomes for all Americans.

Founded at Boston Medical Center in 1996, Project HEALTH now mobilizes over 550 rigorously trained volunteers to serve over 5,000 families in Boston, Providence, New York, Baltimore, Washington, D.C. and Chicago each year. Over the next four years, Project HEALTH will make substantial investments in its program model to achieve greater impact on patients and volunteers and further its vision for health care systems change. To learn more about Project HEALTH and our impact, please visit [www.projecthealth.org](http://www.projecthealth.org).

**Position:**

Project HEALTH is seeking a highly efficient, detail-oriented Development Coordinator who thrives in an entrepreneurial, mission-driven work environment to join its National Development Team. The Development Coordinator plays a key role managing Project HEALTH’s fundraising and development systems, supporting the execution of successful fundraising events and providing thoughtful administrative support to the Vice President of Advancement.

Candidates must have exceptional communication skills, be able to manage multiple priorities and excel at collaborating with a variety of key stakeholders, including donors, staff and board members. This full-time position is located in Boston, will report to the Director of Investor Relations and work closely with the Vice President of Advancement.

**Responsibilities:**

- Maintain Project HEALTH’s fundraising database, including entry of gifts, grants, new contacts and donor cultivation notes and generation of requested reports
- Research foundation, corporate, and individual funding prospects
- Draft communications with current and prospective donors, including gift acknowledgments
- Help to plan and execute Project HEALTH’s Annual Campaign
- Help to execute Annual Fundraising Breakfast, and other national and regional fundraising events throughout the year
- Provide administrative support to the Vice President of Advancement, including managing his schedule, coordinating internal and external meetings, booking travel, and creating expense reports
- Assist in the creation and production of marketing and communications materials, including program brochures, board reports and newsletters
- Lead special projects as identified by the Vice President of Advancement and the Director of Investor Relations that build Project HEALTH’s organizational capacity.

**Qualifications:**

- 1-2 years fundraising and development experience required and a minimum of one year general office experience in an administrative capacity preferred
- Exceptionally strong oral and written communication skills
- Extremely organized with superb attention to detail
- Passion for the mission of Project HEALTH and strong commitment to Project HEALTH's core values: belief in collective strength and the power of shared work, constant and courageous learning, celebrating our victories and each other, and stepping up leaders in a common vision
- Excellent interpersonal skills, including flexibility, sense of humor, and ability to communicate professionally and diplomatically with a wide variety of constituencies
- Demonstrated ability to solve problems independently and effectively, meet concurrent deadlines, organize time and priorities, and work well as a dedicated member of a team
- Proficient in all Microsoft Office applications, including Outlook and Excel Experience creating well-formatted, professional documents in Word and PowerPoint
- Web design and desktop publishing skills preferred but not required
- Bachelor's degree required

**To Apply:**

Please send a resume and compelling cover letter addressed to Erika Dowd, Director of Investor Relations, at [hiring@projecthealth.org](mailto: hiring@projecthealth.org) outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity. Applications will be reviewed on a rolling basis.

*Project HEALTH provides equal employment opportunities for all applicants and employees.*