

Development Coordinator

PeaceTrees Vietnam

PeaceTrees Vietnam (PTVN) is a nonprofit, humanitarian organization working in Central Vietnam to assist those whose lives and livelihoods are threatened by the explosive remnants of war. We safely clear land of explosive remnants of war and support community-led development projects.

Position Description

PTVN seeks a full-time Development Coordinator to join our U.S. team, based out of Seattle. This role reports to the Development Director and coordinates all aspects of individual and annual giving operations, including donor stewardship, gift processing, campaign coordination, fundraising communications, database management, and donor engagement initiatives.

Responsibilities

Gift Processing & Database Management (40%)

- Coordinate gift processing activities, including weekly bank deposits and entry of gifts and constituent records into the donor database (Bloomerang CRM).
- Process gift acknowledgments, including the preparation and distribution of gratitude notes, tax receipts, and tribute notifications.
- Maintain accurate and up-to-date donor and funder records in Bloomerang CRM, periodically auditing constituent records for accuracy.
- Coordinate financial reporting and reconciliation in collaboration with the Bookkeeper.
- Generate gift reports and giving records for Bookkeeper and Development Director.

Annual Giving & Individual Donor Engagement (30%)

- Support PTVN's annual giving program, including direct mail appeals, digital fundraising campaigns, GiveBIG and GivingTuesday initiatives, and year-end fundraising efforts.
- Create donor communications for PTVN's website, social media, e-newsletter, and stand-alone emails, coordinating with the Community Engagement Assistant on distribution.
- Conduct preliminary research on grants, private foundations, and donor prospects in collaboration with the Sr. Strategic Partnerships Manager and Development Director.
- Manage PTVN's GlobalGiving platform, maintaining campaigns and project updates.
- Respond to inquiries from donors related to giving, events, or community engagement.
- Create and distribute other donor-facing collateral, reports, and materials as needed.

Event Coordination (20%)

- Coordinate 2 annual fundraising events (including one large fundraising luncheon) and other donor appreciation events each year in close partnership with the Development Director and Fundraising Committee. Tasks and responsibilities include:
 - Creating and distributing invitations, curating invitation lists, managing registration, booking venues and catering, finding engaged speakers, soliciting table captains, and acting as point-person for day-of coordination.

- Manage PTVN's events registration platform via Bloomerang Fundraising, coordinating with the Citizen Diplomacy Manager on content for community engagement events.
- Support event sponsorships, soliciting sponsors and stewarding ongoing relationships.
- Coordinate event volunteers, including board members and table captains.

General Operations & Administration (10%)

- Support the Development Director with Fundraising Committee administration including meeting notes, agendas, meeting reminders, and meeting follow-up.
- Assist day-to-day office operations by monitoring and restocking office and kitchen supplies (e.g., stationery, paper towels, napkins).

All members of our team are expected to support organizational priorities and day-to-day operations as needed in addition to their core responsibilities. We believe no task is too small, every contribution is important, and that these things help our team and office run smoothly!

Qualifications & Experience

- Two (2) or more years of professional experience in operations, communications, or fundraising, and some previous experience coordinating, planning, and executing events.
- Proficiency in the following technical items:
 - Bloomerang (or another CRM like Salesforce, Raiser's Edge, Little Green Light etc.)
 - Microsoft Office (Excel, Outlook, Word, Teams), Zoom, & Google Workspace
 - Canva or a similar design tool (desired)
- Bachelor's degree or commensurate work experience (4+ years)

Skills & Attributes

- **Adaptability:** Flexible mindset with a welcoming approach to change and growth.
- **Commitment:** Passion or excitement for PTVN's mission and vision.
- **Communication:** Excellent written/verbal communication and professionalism.
- **Curiosity:** Ability to approach challenges from a place of learning and understanding.
- **Dependability:** A reliable, self-starter who is an accountable team member.
- **Detail-Oriented:** Strong organizational skills with a keen attention to detail.
- **Discernment:** Good judgement with high ethical standards and confidentiality.
- **Project Management:** Ability to balance multiple projects simultaneously.
- **Relational:** Drive to foster relationships with donors, team members, and partners.
- **Time Management:** Manages time effectively and efficiently to meet deadlines.

Compensation & Benefits

The expected annual salary for this position is \$63,000-\$68,000, depending on experience. In addition to base salary, PTVN provides full-time employees with paid vacation (15 days per year); sick leave (12 days per year); most federal holidays; the opportunity to enroll in our employer matched 401(k) plan; transportation benefits; support for professional development; and an \$882 monthly benefit stipend to assist with the payment of non-covered benefits like health insurance.



509 Olive Way
Suite 1226
Seattle, WA 98101
206.441.6136

www.peacetreesvietnam.org

Additional Notes & Expectations

This is a non-exempt, hybrid role based out of our Seattle office and will require one in-office day per week or two days during our busy giving season (September to December). Additional in-office time may be required for onboarding or special projects. This role will require some work in the evenings/weekends and may include the possibility of travel.

We encourage applications from individuals of all different backgrounds, and especially those who identify as Vietnamese or Vietnamese American, are part of the Vietnamese diaspora, or have been impacted by the U.S.-Vietnam War.

Application & Timeline

To apply, please email a **resume** and **cover letter** describing your interest and qualifications to jobs@peacetreesvietnam.org with the subject line 'Development Coordinator'. If you use AI tools, please make sure your application sounds like you – we want to get a good sense of your own writing, voice, and experience!

Applications will be reviewed on a rolling basis, with priority given to applications received by June 9th. We have a 3-step interview process: 1) Phone Screening with Hiring Manager (30 min); 2) Virtual Interview with Hiring Manager (1 hour); 3) In-Person Interview with Team (1-Hour). Our anticipated start date for this role is early August 2026.

Our Guiding Principles

As an international organization, PeaceTrees Vietnam embraces that our community extends across national and cultural boundaries. We are committed uplifting the voices and lived experiences of all people – regardless of race, ethnicity, gender, sexual orientation, religion, geographic location, or disability status.

Furthermore, PeaceTrees is committed to ensuring that the lived experiences of the communities we work with drive organizational priorities and program design. We strive to understand and balance the privilege and power inherent in our role as facilitators of resources and, wherever possible, keep power and decision-making with those most impacted by our work.