



Development Coordinator

Reports To: Director of Development

FLSA Status: Non-Exempt, Full-Time

Hiring Range: \$27.00 to \$29.00 per hour plus benefits

Location: Harwich Port & Hyannis, MA, with occasional travel throughout Cape Cod for events

About WE CAN

WE CAN (Women's Empowerment through Cape Area Networking) empowers Cape Cod women with free, confidential services that build stability, self-sufficiency, and opportunity. Each year, WE CAN serves more than 1,500 women through legal services, financial empowerment, career, small business, and personal development programs. As WE CAN marks its 25th anniversary, the organization is investing in the fundraising infrastructure, staffing, and leadership development needed to expand its reach, deepen community partnerships, and secure the resources that fuel its mission.

Position Summary

WE CAN seeks a highly organized, detail-oriented Development Coordinator to keep the day-to-day operations of WE CAN's fundraising program humming — meeting logistics, donor correspondence, gift processing, database management, and event planning and support — so that the Director of Development is freed to focus on donor relationships, strategy, and oversight.

This is an established role on WE CAN's development team for someone who already has a couple of years of relevant experience and is ready to take on real ownership from day one. The Development Coordinator will work closely with the Director of Development across every part of the fundraising program — individual giving, grants, events, and corporate partnerships — with the opportunity to grow into more relationship-oriented and strategic responsibilities over time, mirroring the growth path WE CAN has built for other members of its team.

The ideal candidate is dependable, highly detail-oriented, and comfortable managing many moving details and deadlines at once, with the experience and judgment to take ownership of assigned processes and keep development operations moving forward with support and minimal oversight.

Key Responsibilities

Administrative & Meeting Support

- Coordinate scheduling, logistics, materials preparation, and follow-up for development committee meetings and other event and fundraising-related meetings.
- Draft and send routine donor and committee correspondence — meeting invitations, reminders, thank-you notes — under the direction of the Director of Development.
- Maintain organized files, records, and documentation for the development department.
- Provide general administrative support to the Director of Development, handling the daily recurring tactical tasks so the Director's time is freed for donor-facing and strategic work.

Gift Processing & Database Management

- Process incoming gifts accurately and promptly, including data entry into the donor database (CRM).
- Support accurate recording of gift intent — restricted versus unrestricted — and flag relevant details to the Director of Development and Finance Coordinator.
- Generate donor acknowledgment letters and receipts in a timely manner.
- Help maintain clean, accurate, up-to-date donor records, including contact information, giving history, and communication preferences.
- Pull reports, donor lists, and mailing or email segments from the CRM as needed to support fundraising and communications efforts.

Event Support

- Institute and maintain a standard event-planning process — a shared timeline, task list, and checklist for each event — and own tracking of event tasks and deadlines across the team.
- Provide back-end logistical support for WE CAN's fundraising events, including registration tracking, vendor and venue coordination, materials preparation, and day-of event support.
- Serve as a key point of coordination with contracted event vendors, tracking details and deadlines to ensure nothing falls through the cracks.
- Support post-event follow-up, including donor and sponsor acknowledgment and reporting.

Fundraising Support

- Draft grant proposals, letters of inquiry, and reports under the guidance of the Director of Development, and research and identify new foundation and organizational funding prospects aligned with WE CAN's programs.
- Assist the Director of Development in tracking grant deadlines, compiling supporting materials, and organizing documentation for proposals and funder reports.
- Conduct prospect research on individual and institutional donors — including wealth screening, giving history, and affiliations — to build and maintain a pipeline of qualified prospects for the Director of Development and Executive Director to cultivate.
- Support stewardship activities as assigned.

Corporate & Business Partnership Support

- Help coordinate sponsorship fulfillment, ensuring business and corporate partners receive promised benefits and recognition.
- Support the development team's collaboration with the Communications Manager on donor- and sponsor-facing materials.

Growth & Team Contribution

- Take ownership of recurring, business-as-usual development processes — including event planning and task tracking — from day one, with scope expanding further as tenure and expertise grow, allowing the Director of Development to shift from doing to overseeing.
- Participate in team planning and process improvement conversations, bringing a ground-level view of what's working and what needs attention.
- Take on additional projects and tasks assigned to support the development team's goals.

Qualifications & Experience

- Genuine passion for WE CAN's mission and commitment to supporting women's empowerment and economic mobility on Cape Cod.

- Associate's or Bachelor's degree preferred, or equivalent life or professional experience.
- 2+ years of development or administrative experience in a nonprofit preferred, with a demonstrated record of managing details, processes, and deadlines independently.
- Highly organized and detail-oriented, with reliable follow-through on tasks and deadlines.
- Experience working with donor databases (CRM) and Microsoft Office programs.
- Strong written and verbal communication skills, with a friendly, professional, and welcoming manner.
- Ability to manage multiple tasks and shift priorities in a fast-paced, small-team environment.
- A team player who takes initiative, asks good questions, and is eager to build expertise in nonprofit development.
- Availability for occasional evening and weekend event support.

Hours & Location

This position is full-time and non-exempt. Hours are generally Monday through Friday, 8:30 a.m. to 4:30 p.m., with flexibility required for occasional evening and weekend events. The position is based in WE CAN's Harwich Port and Hyannis offices, with occasional travel throughout Cape Cod for events. Reliable transportation is required; mileage reimbursement is provided.

Compensation & Benefits

The hiring range for this position is \$27.00 to \$29.00 per hour plus benefits.. WE CAN offers a robust benefits package, including paid time off (personal, sick, vacation, and holidays); employer-sponsored health, dental, and vision insurance; a SIMPLE Individual Retirement Account through Fidelity with employer contribution; a Flexible Spending Account; Long-Term Disability coverage; Life Insurance; professional development funds; and an Employee Assistance Program.

To Apply

Please email a cover letter and resume to careers@wecancenter.org as an official application for the position.

WE CAN is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. WE CAN does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information, veteran or military status, or on any other basis prohibited by applicable law.