



**FOOD ANIMAL CONCERNS TRUST**

PO Box 75005  
Washington, DC 20013

**Position Details: Development Coordinator**

*Starting Salary: \$35,000 with vacation benefits*

*Half-time, remote*

**To apply**, please upload your resume, and cover letter to our [portal here](#) describing your experience and why you are interested in this position.

Applications will be reviewed on a rolling basis. The portal will be open until June 15, 2026, or until the position is filled.

*Direct Supervisor: Development Manager*

**About FACT:**

Food Animal Concerns Trust, or FACT, has been the leading organization promoting a humane and healthy animal agriculture system since 1982. FACT believes in transforming our food system so that all food-producing animals will be raised in a humane and healthy manner, and everyone will have access to safe and humanely produced food. We envision that this humane system of raising animals for food will replace the current system that relies on factory farms where animals are raised in confinement and in very inhumane conditions.

FACT accomplishes this vision by supporting humane, pasture-based farmers, promoting policies that make foods from animals safe and healthy to eat, and helping consumers make informed food choices.

**Job Description:**

FACT is hiring a part-time Development Coordinator to support the expansion of our fundraising efforts. This role will focus on growing our individual giving program, with an emphasis on cultivating and stewarding major donors, while also supporting foundation research and grant writing efforts.

This role will work closely with the Development Manager, Communications Manager, and Executive Director to strengthen our fundraising efforts and further our impact toward a humane and healthy food system.

Our fundraising staff is expanding, and it is expected that this position will grow with the department's expansion.

## Key Responsibilities

- Help cultivate, steward, and grow relationships with FACT's major donors, monthly donors, and prospective supporters.
- Assist with the preparation of grant applications, and grant reports.
- Support the development of a major donor strategy to increase engagement and giving over time
- Generate donor giving reports and analyze donor trends, including identifying individuals with strong capacity and affinity for increased giving. Use data, donor insights, and emerging AI tools to help identify donor engagement patterns and improve fundraising effectiveness.
- Conduct donor prospect research to assess philanthropic interests and giving potential.
- Assist in developing donor journeys and strategies for different donor segments, including monthly donors, major donors, prospects, new donors, and long-term supporters.
- Assist in the day-to-day operations of FACT's donor database (CRM), including maintaining accurate donor records, segmentation, reporting, tracking donor engagement, and ensuring data integrity.
- Assist in the implementation of individual giving fundraising appeals and campaigns.
- Help ensure donors receive timely, meaningful, and mission-driven engagement that reflects FACT's values and impact.

## Desired Qualifications

The ideal candidate will have the following skills and experience:

*Passion for FACT's vision and mission that all food producing animals will be raised in a humane and healthy manner, and a commitment to equity, diversity, and inclusion.*

- 2+ years of experience in fundraising, development operations, donor engagement, or nonprofit administration, with some experience supporting major gifts fundraising recommended.
- Experience working directly with individual donors and supporting donor cultivation and stewardship efforts.
- Strong relationship-building and interpersonal communication skills, with the ability to engage thoughtfully and professionally with donors, colleagues, and stakeholders.
- Comfort working with donor analytics, fundraising reports, and prospect research tools to support fundraising strategy and decision-making.
- Fluency with Microsoft Office and Google Workspace, proficiency with donor databases/CRMs, and familiarity with digital fundraising and communication tools such as Mailchimp and Canva.
- Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines in a collaborative environment.
- Ability to work cross-functionally with colleagues across departments.
- Detail-oriented with strong accuracy in data management, donor records, and reporting.
- Interest in evolving philanthropic trends, charitable giving vehicles, and donor engagement best practices.
- Adaptable, strategic, curious, and eager to learn in a fast-changing fundraising environment.
- Ability to handle sensitive donor and organizational information with discretion and professionalism.