



Development Coordinator

Classification: Full-time, Exempt

Reports to: Development Director

Salary Range: \$45,000-\$50,000

Date: Updated February 2026

Location: Richmond, VA Office (On-site)

Schedule: Monday-Friday, 8:30 am – 5 pm

Who We Are

Comfort Zone Camp (CZC) is a mission-based nonprofit organization dedicated to transforming the lives of children and young adults who are grieving the loss of a loved one.

The Opportunity

Comfort Zone Camp (CZC) is seeking a highly organized, detail-driven Development Coordinator to support fundraising operations, donor stewardship, gift processing, and grant coordination.

As an essential member of the Development team, this individual plays a critical role in ensuring revenue is processed accurately, donors are acknowledged promptly, data is clean and actionable, and fundraising initiatives run smoothly.

This position requires professionalism, discretion, strong administrative skills, and a genuine passion for serving grieving children and families. The ideal candidate thrives behind the scenes, loves clean data and clear systems, and understands that strong fundraising operations power mission impact.

Why Join Us?

You'll play a key role in helping grieving children and their families access programs that change lives—offering support, hope, and connection.

What You'll Do

Development Operations & Gift Processing

- Accurately process and record all gifts in the donor CRM.
- Ensure timely donor acknowledgements.
- Track pledges, matching gifts, soft credits, and restricted funding.
- Reconcile donations across platforms and serve as liaison between Development and Finance for revenue tracking and coding.

CRM & Data Management

- Maintain accurate, up-to-date, and secure donor records.
- Generate reports, lists, dashboards, and segmentation for campaigns and leadership.
- Support data integrity, de-duplication, and coding consistency.

Donor Stewardship & Fundraising Support

- Prepare donor acknowledgements and stewardship materials.
- Assist with appeals, mailings, and campaign tracking.
- Provide donor information to support solicitation and stewardship strategies.
- Respond to requests from donors in a timely manner

Grant & Event Support

- Track grant deadlines, reports, and documentation.
- Support proposal preparation and reporting coordination.
- Assist with fundraising event logistics, registration tracking, sponsor fulfillment, and post-event reconciliation.

What We're Looking For

- 1–3 years of experience in nonprofit development, fundraising operations, or administrative support.
- Experience with donor CRM systems.
- Strong proficiency in Excel and Microsoft Office.
- Exceptional attention to detail and organizational skills.
- Strong written communication skills and ability to manage multiple priorities.
- Commitment to confidentiality and professionalism.
- Bachelor's degree preferred.
- Exceptional customer service skills

Additional Information

Work Environment

This job operates in a fast-paced office environment. This role routinely uses standard equipment such as computers, phones, and printers/copiers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands; and reach with hands and arms. The employee must be able to lift at least 25lbs without assistance. A valid driver's license and reliable transportation are required.



Position Type/Expected Hours of Work

This is a full-time, on-site position in Richmond, Virginia. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Additional hours may be required to accommodate organizational needs. Attendance at assigned fundraising events is required.

Travel

Occasional travel for in-person meetings or events as required.

Additional Eligibility Qualifications

Authorization to work without sponsorship in the United States for any employer.

Equal Opportunity

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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To Apply: Please email your resume and cover letter to jobs@comfortzonecamp.org with the job title in the subject line. This position is open until filled. If you are interested in other opportunities, please visit our [Volunteers page](#).