



## Employment Opportunity

**POSITION:** Coordinator, Annual Giving (2 openings)  
**LOCATION:** Remote – Greater Seattle, WA OR Greater Phoenix, AZ areas preferred  
**REPORTS TO:** Manager, Annual Giving  
**SALARY:** \$50,000 - \$55,000  
**UPDATED:** October 22, 2025

### **ABOUT US:**

Nuestros Pequeños Hermanos (NPH) means “Our Little Brothers and Sisters” in Spanish. NPH transforms the lives of vulnerable children in Bolivia, the Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, and Peru. Together, we help children overcome poverty and become productive, caring leaders in their own communities. Founded in 1954 by Father William Wasson, NPH supports nearly 8,000 children, both inside and outside our homes, ensuring they have a safe and nurturing place to live, an education, clothing, healthcare, and a strong family support system. In addition, NPH’s St. Damien Pediatric Hospital in Haiti is the only pediatric medical facility in the entire nation of 11.5 million people, employing more than 500 Haitians and serving thousands of children and expectant mothers each year.

NPH USA, headquartered in Chicago, is an organization dedicated to raising funds for the programs of NPH International through the work of fundraising teams distributed across the three geographic U.S. areas of West and South; Midwest; and East Coast. NPH International, headquartered in Mexico, is also supported by other fundraising offices in Europe, Australasia, and Canada.

### **Mission**

NPH USA connects supporters’ passions and interests to the transformational work of Nuestros Pequeños Hermanos impacting the lives of children, families and communities in Latin America and the Caribbean.

### **Vision**

We envision a world where vulnerable children, families, and communities have access to the resources and opportunities they need to thrive.

### **Organizational Imperatives**

- Honor Donor Relationships
- Fulfill Commitment to NPHI
- Live the Values of Fr. Wasson

### **Values**

- Show GRATITUDE in all we do
- Foster authentic RELATIONSHIP and true connection
- Act with INTEGRITY always
- Accept RESPONSIBILITY for our mission and our commitments
- Work in COLLABORATION to achieve more together
- Operate with TRANSPARENCY and honesty
- Embrace DIVERSITY, EQUITY and INCLUSION, building a better organization and a better world

## **Benefits**

At NPH USA, we're deeply committed to both our mission and the people who help drive it forward. Our benefits plan is designed to support and empower our dedicated team with competitive offerings, including comprehensive medical, dental, and vision packages. We also provide cell phone reimbursement, life insurance, and a 403b plan with a generous company match to help you plan for the future.

We believe in the importance of work-life balance, which is why we offer a generous paid time-off program to help you recharge and thrive. At NPH USA we're fostering a community of passionate individuals who are supported, valued, and equipped to make an impact.

## **POSITION SUMMARY:**

The Coordinator, Annual Giving plays a key role in advancing NPH USA's mission by fostering meaningful relationships with Annual Giving-level donors and encouraging increased support through thoughtful, mission-driven engagement. This position supports the development of donor stewardship initiatives that reflect the organization's values, utilizing data, storytelling, and collaboration to deepen donor commitment and long-term impact.

We are hiring for two positions, with a preference for candidates based in Seattle, WA and Phoenix, AZ (one role per location). Remote applicants located within the U.S. will also be considered.

## **PRIORITIES AND RESPONSIBILITIES:**

Under the guidance and direction of the Annual Giving Manager, this development position will support the Annual Giving program in the following ways:

- Implement and follow the strategic framework provided to steward donors currently giving \$1,000 or less annually, including donor communications, data segmentation, and campaign logistics to drive meaningful engagement, donor loyalty, and sustainable revenue growth
- Work alongside the Annual Giving team to execute tasks to achieve key performance indicators that align with organizational mission and strategic goals
- Expand and document standardization of processes and procedures for stewarding Annual Giving donors to ensure consistency, scalability, and donor satisfaction
- Track donor journeys for targeted groups of Annual Giving donors to inform engagement strategies and deepen relationships
- Monitor weekly, monthly, and quarterly fundraising, donor, and stewardship reports with accurate and relevant data and donor information to generate insights and inform strategic decision-making
- Work collaboratively with colleagues across the organization to develop effective appeals and maintain clear and consistent internal and external communication that reflects our values and mission
- Help implement new relevant tools and resources to support departmental effectiveness and long-term growth
- Participate in ongoing training and research to improve skillset, determine donor capacity, and stay up to date on current trends in philanthropy and donor engagement
- Create and plan opportunities for community within Annual Giving donor segment to foster connection, recognition, and shared purpose
- Execute other duties and meeting responsibilities as assigned in support of a dynamic and mission-driven development team

## **SKILLS AND QUALIFICATIONS:**

- Ability to implement strategic donor engagement plans that drive loyalty and growth
- Strong data analysis skills with experience in segmentation and reporting

- Proficiency in CRM systems, fundraising platforms, and productivity tools
- Clear and effective communicator across teams and donor audiences
- Skilled in managing campaigns and aligning efforts with organizational goals
- Experience documenting and improving donor stewardship processes
- Familiarity with annual giving programs and donor engagement best practices
- Commitment to learning and staying current with fundraising trends
- Ability to foster donor community and mission-aligned experiences
- Confident initiating outreach and making donor calls to build engagement
- Willing to travel locally and nationally several times per year for donor events and team gatherings
- Bachelor's degree or equivalent experience in a related field

**HOW TO APPLY:**

Send resume and cover letter to [recruiting@nphusa.org](mailto:recruiting@nphusa.org). Please no phone calls or outside agencies. NPH USA is an Equal Opportunity Employer. We value diversity in the workplace and encourage applicants from all backgrounds to apply.