Position Opening – Development Coordinator

Looking to begin or advance your career in non-profits or fundraising by joining a unique, small-but-statewide institution?

New Hampshire Humanities is looking for an energetic, detail-oriented, and curious individual who enjoys bringing ideas and people together.

If you thrive when juggling multiple priorities, building connections, making the details count, and knowing you are making an impact on the quality of life in your state, this could be your next big opportunity.

If you'd like to use your skills and experience to help bring life-changing experiences to citizens of the Granite State and beyond, join our small yet mighty organization on a big mission as we enter our 52nd year!

About the organization: New Hampshire Humanities builds communities, entertains challenging topics, and engages all people in New Hampshire through public programming and grant opportunities for eligible nonprofits. We believe that the humanities strengthen our communities, our state, and our nation by forging connections between people and deepening our understanding of the world around us. Engagement with the humanities is critical to understanding the democratic process, our thinking, and each other, as we strive to strengthen the communities of New Hampshire.

How to Apply:

Applicants must apply through Workable:
https://apply.workable.com/nhhumanities/j/FC3B9A93FF

All applications must include a resume and cover letter expressing your interest in the position and your view on why the humanities matter. Applications without a cover letter will not be accepted. No phone calls please.

Deadline: Applications must be received prior to December 1, 2026 to be considered. Staff will begin reviewing applications on November 16, 2026 in the order they are received.

Description

The Development Coordinator reports directly to the Director of Development at New Hampshire Humanities and plays a key role in managing and overseeing the organization's Customer Relationship Management (CRM) software (Neon) and annual giving program. Utilizing Neon, the Development Coordinator ensures the accuracy of donor records, provides data entry for charitable gifts, and handles timely gift acknowledgment and donor stewardship. Responsibilities also include coordinating mailings, generating reports, and reconciling financial records with the organization's finance staff.

In addition to these duties, the Development Coordinator supports the implementation of a comprehensive donor care and development program under the Director's guidance and performs various administrative tasks. The position offers opportunities for professional growth and development.

Essential Functions of the Position:

- Expertly maintains constituent relationship management (CRM) software, Neon.
- Create and maintain accurate and detailed records of donor interactions; generate reports; create, import, and export mailing lists; and perform other tasks related to this software to ensure data integrity and effective oversight of database functions.
- Establishes, implements, and maintains database policies and procedures.
- Trains staff in use of the CRM and proper procedures.
- Manages contract and acts as technical liaison for CRM.
- Oversees donor care systems and methods to ensure proper acknowledgement, recognition, and stewardship, including calling new donors and managing other engagement best practices.
- Implement, with the Director of Development, an annual giving plan using mail, online giving days, email, and phone, in accordance with annual goals.
- Manage production of print and electronic appeals, and online giving day collateral to achieve timely execution.
- Collaborate with Finance on reconciliation between relationship management software and QuickBooks.
- Provide exceptional customer service through phone, email, and written correspondence, addressing inquiries and delivering information effectively.

- Executes all mailings including weekly acknowledgement letters, annual appeals, and event invitations.
- Helps in producing reports on fundraising efforts for board reports.
- Provides support for events, including the Annual Celebration.
- Manages inventory for development mailings and events.
- Efficiently manages and coordinates appointments, meetings, and events, ensuring optimal use of time and resources.
- Perform a variety of administrative duties, including handling correspondence, organizing files, and maintaining records.
- Like all employees, the Development Coordinator is an ambassador for New Hampshire Humanities and carries the responsibility of always being a good representative in the community.
- Other duties and special projects as assigned.

Requirements

Education and Experience

The Development Coordinator has at least an associate's degree or equivalent experience, with a preference for a bachelor's degree. Experience with CRM database software and proficiency in Microsoft Office suite are preferred.

Knowledge, Skills, and Abilities

- Knowledge and experience with a CRM, CMS, or Business Data systems, and reporting.
- Excellent organizational, problem-solving, and analytical skills.
- Ability to smoothly prioritize and administer multiple current projects through good judgement and careful planning.
- Extremely detail-oriented, focused, and goal-oriented.
- Ability to take the initiative to familiarize and increase mastery of the CRM, including online webinars and other self-led training resources.
- Maintain a high level of confidentiality and adhere to the highest ethical standards.
- Willingness to pitch in when/where needed.

- Positive attitude.

Also helpful but not required:

- Project management skills.
- Excellent written and verbal communication skills.
- Background or strong interest in event planning.
- Skills in training and teaching.
- Interest in learning nonprofit development. Record of high level of customer service/member/donor care.

Benefits

This position qualifies for the standard benefits package for full-time employees. Current employee benefits include generous paid time off; health, vision, short and long-term disability insurance; and after six months of service, this position is eligible for the retirement plan and dental insurance.

Work Environment

For over 50 years, New Hampshire Humanities has provided wide-ranging and thought-provoking humanities programs that connect people across New Hampshire to culture, history, places, ideas, and each other through free public events, literacy programs, and grantmaking.

This position is based Concord, NH, with opportunities to work remotely. Some limited travel will be required. Evening and/or weekend work may be required.

Employment at Will

This job description does not constitute an employment agreement between New Hampshire Humanities and employee and is subject to change as organizational needs evolve.