



Development Coordinator

PeaceTrees Vietnam

PeaceTrees Vietnam (PTVN) is a nonprofit, humanitarian organization working in Central Vietnam to assist those whose lives and livelihoods are threatened by the explosive remnants of war. We support demining and unexploded ordnance (UXO) clearance, and community development.

Position Description

PTVN seeks a full-time Development Coordinator to join our Seattle-based team. The ideal candidate has worked professionally in a nonprofit development capacity for at least two years and has experience planning events from start to finish.

Responsibilities

Development Operations & Fundraising Communications (50%)

- Lead gift processing, including weekly bank deposits, and data entry of all records in PTVN's donor database (Bloomerang).
- Manage gift acknowledgment process, including the preparation and distribution of gratitude notes, donor calls, tax receipts, and tribute notifications.
- Contribute to regular data cleaning and maintenance in support of database hygiene.
- Coordinate financial reporting and reconciliation in collaboration with the Bookkeeper.
- Assist with the curation of PTVN's monthly e-newsletter to friends, donors, and partners.
- Support with the management of PTVN's social media networks and website.
- Create and distribute donor-facing collateral, reports, appeals and other materials.

Event Management & Volunteer Engagement (40%)

- Coordinate 1-2 annual fundraising events (including one large fundraising luncheon) and 3-5 other smaller events each year. Tasks and responsibilities include:
 - Creating and distributing invitations, curating invitation lists, managing registration, booking venues and catering, finding engaged speakers, soliciting table captains, and acting as point-person for day-of coordination.
- Manage event sponsorships, soliciting sponsorships, and stewarding ongoing relationships.
- Support the Fundraising Committee, participating in conversations about event planning.
- Coordinate event volunteers, including board members and committee members.

General Operations & Administration (10%)

- Maintain familiarity with PTVN's work and be able to speak about it with donors.
- Coordinate projects with IT consultants and manage relationships with vendors.
- Record Meeting Minutes for board meetings.

As a member of a small team, this position will also support other programmatic and organizational priorities as needed (e.g. supporting special projects, monitoring our info@ account, answering calls, helping maintain our office shared office space, covering for staff during leave etc.).



Qualifications & Experience

- Two or more years of professional experience in nonprofit fundraising or development
- Experience coordinating, planning, and executing events (be ready to tell us about one!)
- Proficiency in the following technical items:
 - Bloomerang (or another CRM like Salesforce, Raiser's Edge, Little Green Light etc.)
 - Microsoft Office (Excel, Outlook, Word, Teams), Zoom, & Google Workspace
 - Canva or a similar design tool (desired)
- Bachelor's degree or commensurate work experience.

Skills & Attributes

- **Adaptability:** Flexible mindset with a welcoming approach to change and growth.
- **Commitment:** Passion or excitement for PTVN's mission and vision.
- **Communication:** Excellent written/verbal communication and professionalism.
- **Curiosity:** Ability to approach challenges from a place of learning and understanding.
- **Dependability:** A reliable, self-starter who is an accountable team member.
- **Detail-Oriented:** Strong organizational skills with a keen attention to detail.
- **Discernment:** Good judgement with high ethical standards and confidentiality.
- **Project Management:** Ability to balance multiple projects simultaneously.
- **Relational:** Drive to foster relationships with donors, team members, and partners.
- **Time Management:** Manages time effectively and efficiently to meet deadlines.

Compensation & Benefits

The expected annual salary for this position is \$63,000-\$68,000, depending on experience. In addition to base salary, PTVN provides full-time employees with paid vacation (15 days per year); sick leave (12 days per year); most federal holidays; the opportunity to enroll in our employer matched 401(k) plan; transportation benefits; support for professional development; and an \$800 monthly benefit stipend (reviewed annually) to assist with the payment of non-covered benefits like health insurance.

Additional Notes & Expectations

This position reports to the Development Director. It is a hybrid full-time role based out of our Seattle office and will require two in-office days per week: Tuesday (our shared office day) and another day of your choosing. Additional in-office time will be required for onboarding. This role may require some work in the evenings and weekends, and the possibility of travel.

We encourage applications from individuals who identify as Vietnamese or Vietnamese American, are part of the Vietnamese diaspora, or have been impacted by the U.S.-Vietnam War.

Application & Timeline

To apply, please email a **resume** and **cover letter** describing your interest and qualifications to jobs@peacetreesvietnam.org with the subject line 'Development Coordinator'.



**PeaceTrees
VietNam**

Healing the Land • Building Community • Planting Futures

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Applications will be reviewed on a rolling basis, with priority given to applications received by August 19th. We have a 3-step interview process: 1) Phone Screenings; 2) Zoom or In-Person Interview; 3) In-Office Conversation & Visit. Our anticipated start for this role is mid-September.

Our Guiding Principles

Partnership, Collaboration, and Trust: Thanks to PeaceTrees' Vietnamese program team's expert leadership and the progress, friendship, and trust built over 26 years of work in central Vietnam, PeaceTrees has developed effective partnerships that enable our mine action, economic, and educational development programs. We are committed to nurturing these partnerships and to having trust and collaboration guide our work.

The Environment: We recognize that the effects of climate change will exacerbate inequalities caused by the legacy of war and will further impact the safety and livelihoods of individuals and communities across Vietnam. PeaceTrees is committed to using our resources to minimize the negative environmental impacts of our work, protecting the environment, and supporting partner communities as they adapt to the impact of climate change.

Diversity, Equity, and Inclusion: As an international organization, we embrace that our community extends across national and cultural boundaries. PeaceTrees Vietnam is committed to principles of diversity, inclusion, and equity with the overarching goal of creating long-term understanding and belonging. We aim to uplift the voices and lived experiences of all people – regardless of race, ethnicity, gender, sexual orientation, religion, geographic location, or disability status.

Furthermore, PeaceTrees is committed to ensuring that the lived experiences of the communities we work with drive organizational priorities and program design. We strive to understand and balance the privilege and power inherent in our role as facilitators of resources and, wherever possible, keep power and decision-making with those most impacted by our work. With this in mind, PeaceTrees is also committed to mainstreaming gender and disability inclusion in all of our programs.