



Development Coordinator

Location: 1625 Blalock Houston, Tx 77080

Reports To: Director of Events and Corporate Engagement

Status: Full-time/ Exempt

Salary Range: \$50,000- \$60,000 (DOE)

Advancing the Mission Together

Memorial Assistance Ministries (MAM) is dedicated to building stable families, a dynamic workforce, and vibrant communities—together. Philanthropy is central to advancing this mission, and the Development team plays a critical role in driving donor engagement, fundraising strategy, and organizational impact.

Position Summary

MAM is seeking a strategic, analytical, and highly proactive Development Coordinator to serve as a key leader within the Development team. This role operates with significant responsibility for CRM strategy, data-driven decision-making, and fundraising operations leadership.

This position leads the organization's donor database and CRM functions, working closely with internal stakeholders to optimize systems, generate actionable insights, and guide fundraising strategy. The Development Coordinator independently develops reports, identifies trends, and provides recommendations that influence donor engagement, campaign performance, and organizational growth.

In addition, this role plays a key role in fundraising event execution, vendor coordination, and operational leadership, helping to alleviate decision-making demands from senior leadership while ensuring high-quality, data-informed outcomes.

Key Responsibilities:

CRM Leadership & Database Management

- Serve as the lead administrator and subject matter expert for donor database systems (DonorPerfect, Salesforce, or similar CRM)
- Manage all aspects of donor and constituent data, ensuring accuracy, integrity, and confidentiality
- Lead CRM strategy, including system improvements, troubleshooting, and internal support ("tech lead" for development systems)
- Partner with internal stakeholders to optimize CRM functionality and reporting capabilities
- Establish and maintain dashboard reporting and goal-tracking mechanisms
- Oversee data imports, audits, cleanup, and process improvement

Partnering with hardworking Houstonians to build stable lives and hope-filled communities.

Spring Branch Campus: 1625 Blalock Road, Houston, TX
Heights Campus: 1015 E 11th Street, Houston, TX 77009

mamhouston.org



Reporting, Analytics & Strategic Recommendations

- Design, build, and deliver custom reports, dashboards, and mailing segmentation strategies for leadership and campaigns
- Analyze donor behavior, campaign performance, and fundraising metrics to identify trends and opportunities
- Develop reporting parameters for executive-level presentations and decision-making
- Track performance against fundraising goals and provide actionable recommendations
- Independently interpret data and make informed decisions impacting donor engagement and fundraising strategy

Fundraising Operations & Donor Engagement

- Oversee donor data processes including gift entry, acknowledgments, and stewardship tracking)
- Ensure donor stewardship processes are timely, accurate, and aligned with best practices
- Support development of strategies to strengthen donor relationships and increase engagement
- Maintain systems that support effective communication and donor lifecycle management

Events & Vendor Coordination

- Lead coordination of fundraising and donor events, including vendor communication and logistics management
- Organize meetings, timelines, and deliverables for events and campaigns
- Provide operational oversight before, during, and after events
- Ensure accurate tracking of event participation, revenue, and engagement data.
- Support post-event analysis and reporting to inform future strategy

Leadership & Cross-Functional Collaboration

- Act as a key resource and leader within the Development team, helping guide processes and decision-making
- Provide data insights and recommendations to leadership to support strategic planning
- Reduce administrative and operational burden on the Director by owning systems and data-driven decisions
- Collaborate across departments to align fundraising, communications, and organizational goals



Development Coordinator

Qualifications

- Bachelor's degree preferred or equivalent professional experience
- Minimum of 3–5 years of experience in nonprofit development, CRM/database management, or fundraising operations [
- Demonstrated experience with donor database systems (DonorPerfect, Salesforce, or similar CRM)
- Advanced proficiency in Microsoft Excel and reporting tools
- Experience supporting or leading fundraising events and vendor coordination

Core Competencies

- Strong analytical and critical thinking skills
- Ability to translate data into strategy and recommendations
- High level of initiative, ownership, and independent decision-making
- Exceptional attention to detail and commitment to data accuracy
- Strong organizational and project management skills
- Effective communication and collaboration across teams
- Professionalism, discretion, and sound judgment

Work Environment & Expectations

- Full-time, exempt position (not eligible for overtime under FLSA)
- Primarily onsite, with responsibilities at offsite events
- Occasional evenings and weekends required for fundraising activities
- Ability to support event setup and logistics as needed

Why Join MAM

This role offers the opportunity to take ownership of critical systems and play a strategic role in shaping fundraising success. The Development Coordinator is positioned not just as a support function, but as a key driver of insight, efficiency, and impact across the organization's development efforts.

Apply here: <https://mamhouston.wixsite.com/workatmam/post/development-coordinator>