

July 2026

Development Coordinator

The Hepatitis B Foundation (HBF) is a nonprofit organization working around the world to improve the lives of those affected by hepatitis B, hepatitis D and liver cancer; drive prevention, diagnosis and treatment and accelerate scientific research to achieve cures. We conduct multi-stakeholder initiatives to prioritize hepatitis B and improve hepatitis B prevention, diagnosis, care, and treatment access – and provide information and support to those affected. HBF fosters a culture of collaboration, professional and personal growth.

Job Description

The Development Coordinator will report to the Senior Development Manager. They will perform duties and gain hands-on experience related to fundraising, institutional advancement, and development communication. There is tremendous room for growth in this position, which is designed to serve as the catalyst for a successful career in nonprofit fundraising, communications, and relationship management. This position is intended as an early career learning while working opportunity, for individuals to build skills and professionalism. This is a full-time hybrid position, with 3 required days on-site per week.

Major Areas of Responsibilities

- Assist with HBF direct mail and email campaigns; providing support for video and text campaigns.
- Manage the donor database including recording donations and generating acknowledgements and thank you letters.
- Help plan and implement HBF fundraising events, including the NYC Marathon, HBF Gala and others. Lead ad book process/procurement for the HBF gala.
- Participate in activities towards the identification, cultivation, solicitation and stewardship of donors (conduct research on potential supporters and sponsors and assist in strategies to engage them).
- Support the Development Committee, take meeting minutes at quarterly meetings and send to committee members in a timely fashion.
- Assist with the creation and implementation of the Development Plans for our three nonprofit organizations: HBF, Baruch S. Blumberg Institute (BSBI), and Pennsylvania Biotechnology Center (PABC).
- Assist in developing, tracking and reporting development partnerships.
- Attend networking events with the development team to represent the organizations.
- Work collaboratively with the Communications department to help plan and create development focused content for all social media outlets.
- Support administrative/front office tasks (10% of role: Assist as needed with mail, restocking and ordering supplies; assist with on-site lunches; manage water cooler; periodically serve as backup for front desk).

Qualifications

- Bachelor's degree in a related field or four years' experience working in the nonprofit arena.
- Experience in fundraising and fundraising databases a plus.
- Excellent written and oral communication skills.
- Self-starter, highly organized, ability to prioritize, multi-task, work within deadlines, and pay attention to detail.
- Excellent computer skills and ability to manage web technology.
- Excellent interpersonal skills, find satisfaction in being part of a team, and succeeds in a fast-paced environment.
- Ability to work some evenings and weekends.
- Professionalism and ability to receive and integrate professional feedback.
- Interest in enthusiastically contributing to the growth, future, and success of the organization.