



Development Coordinator: Full Time, Temporary (3 Months) - 100% Remote

About the Abraham Path

The Abraham Path Initiative (API) is a nonprofit organization that envisions a future where trails following the journey of the Abraham legend attract hundreds of thousands of people from all faiths and identities each year. Founded in 2007 by author and negotiation specialist, William Ury, the Abraham Path is a walking trail that retells this ancient mythic story by following Abraham's legendary footsteps to help remind us all that no matter what divides us, there is something greater that we share: a common story, a common humanity, and a common future.

About the Development Coordinator Role

The Development Coordinator is a key partner in implementing API's plans for long-term sustainable growth and expanding its donor base and the benefits we provide to donors through our membership program. The Development Coordinator leads all activities of the Membership Program, including the implementation of member benefits, along with prospect research, database administration, and providing administrative support to the Executive Director and Director of Operations.

Reports To

Executive Director

Responsibilities

Administration (25%)

- Provide support to the executive director with calendar management, coordinating meetings, preparing briefings, and creating donor reports.
- Assists with API Staff and Fellows travel scheduling as needed.
- Prepares reports for monthly Board Executive Committee meetings and biannual full Board Meetings.
- Assists with note-taking and meeting materials as needed.

Development (75%)

- Manage the Abraham Path Membership Program:
 - Coordinate the API Experiences Program, including serving as a point of first contact for travelers, guest management, and coordinating with the Director of Operations on logistics and trip coordination.
 - Manage the API Quarterly Member's Newsletter including drafting written materials, graphics, and distribution.
 - Manage and produce Zoom events, such as the API Webinar and Roundtable series including event production, scheduling, booking panelists, and advertising.
 - Coordinate elements of fundraising mailings, online appeals, development related social media content, and grant applications.
- Conduct research to identify and profile prospective individuals, foundations, and corporate donors.



- Provide on-site support during events.
- Oversee donor database management and ensure data integrity. Maintain current and accurate records in database, tracking documents, and files.
- Other duties as assigned.

Ideal candidate will have:

- Experience in fundraising.
- 3 years of related professional experience preferred.
- Strong writing background, with a focus on drafting materials for donors.
- Grant-writing experience is preferred but not required.
- Experience with Google Suite, Network for Good, Canva, and Zoom.
- Experience working with a Board of Directors.
- Experience planning and executing virtual and in-person events.
- A self-starter inclined to present new ideas and execute on those ideas.
- Bachelor's degree in communications, marketing, nonprofit management, international relations, or other related fields.
- Ability to travel domestically/internationally as required, generally once a year.
- Strong project management and organizational skills.
- Excellent negotiation and relationship-building abilities.
- Effective communication skills, both oral and written.
- Team-oriented and collaborative.

The Abraham Path Initiative is a fully remote team and employs staff in various international time zones. This position requires minimal travel (1 or 2 times a year for annual Board Meetings and other potential events). API is an Equal Opportunity Employer without regard to race, color, religion, gender or gender identity, pregnancy, sexual orientation, age, national origin, marital status, disability, veteran status, or any other protected characteristic as established under law

Salary and Benefits

\$20/hr, Full Time, (30-40 hrs/week) Temporary; Sept 15 (or mutually agreed start date) - December 31, 2025 Flexible Schedule

How to Apply

Send a cover letter and resume to christopher@abrahampath.org.