**Development Coordinator: Full Time - 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 and correspondence management, meeting coordinating, preparing briefings, and creating donor reports.
- 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:
    - 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
- Native English Speaker
- Strong writing background
- Grant-writing experience is preferred but not required
- Experience with Google Suite, Network for Good, Canva, and Zoom
- 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 nonprofit management, communications, marketing, 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. The schedule for this position is flexible and project based, however it requires the candidate to be available from 9:00AM-3:00PM ET Monday through Friday. This position requires minimal travel (1 or 2 times a year in the United States for annual Board Meetings and other potential events. There is occasional potential for international travel). 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 U.S. law

**Salary and Benefits**
$40,000-$45,000 USD, full time, flexible schedule, professional development opportunities, 15 days PTO

**Estimated Start Date**
February 2, 2026

**How to Apply**
Send a cover letter and resume to hiring@abrahampath.org by January 7, 2026