



Coordinator, Partnerships

Location: New York, NY

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her.

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

We believe in people.

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. *Read more from our President & CEO below.*

Overview

Reporting to the Director of Partnerships, the Coordinator for Partnerships will support and coordinate in an administrative capacity, the daily operations of CMMB's fundraising efforts with Major and Planned Gift donors and institutional partners. The Coordinator will assist with the management and effective engagement of the departments major and planned gift portfolios. The Coordinator will actively contribute to customer understanding of CMMB's strategy.

Responsibilities

- Organize weekly departmental meetings by coordinating calendars, agenda items, departmental goals
- Provide administrative support for major donor gifts, Corporations, Foundations, Organizations including trusts, estates, annuities and other charitable life income products.
- Maintain all departmental filing, paper and electronic records.
- Manage the department's annual budget, tracking revenue and expenses.
- Coordinate the administration of database entry, correspondences and all acknowledgement letters for major donors and for all strategic partnerships, helping to ensure a seamless workflow.
- Support the proposal and partnership development process for all major donor categories and for partnership opportunities.
- Help coordinate all communications, both print and digital (Annual Report, Quarterly Reports, etc.) from the Department, either in-house or with the printers.
- Prepare exhibits, presentations, correspondence for events.
- Prepare all Board of Directors and Committee documents and presentations for the Partnerships Department, as well as, assist with the Board Meetings documents and presentations.
- Coordinate donor cultivation meetings and assist with logistical travel arrangements for the Partnership department (hotel, airplane, VISAs)
- Monitor and update employee, donor, and partner information on designated systems or databases.



- Assist with ongoing gift administration for Major Donors, Corporations, Foundations, and Organization, including Individual Retirement Accounts (IRAs), Donor Advised Fund and Stock gifts.
- Work closely with the Director of Partnerships to help market and manage the Planned Giving Program. Draft and create Charitable Gift Annuity proposals and contracts in PGCalc. Liaison with Annuity Broker to maintain compliance within the gift annuity program.
- Provide support in tracking and managing the Department's Planned Giving cashflow for each Fiscal Year. Liaison with the executor/attorney of each estate to ensure timely communications.
- Oversee all required State filings for the Planned Gift program and Independent Audit.
- Oversee and manage the Department's assigned interns and special projects
- Other job-related duties as assigned by manager.

Qualifications

- Bachelor's degree
- At least 5 years' experience in an administrative role, preferably in a nonprofit environment.
- Familiarity with handling various gift vehicles, including checks, restricted awards, trusts, estates, and annuities
- Ability to work with cross functional teams and respect diversity
- Strong drive for customer service and result orientation
- Proven interpersonal and communication skills.
- Ability to take initiative, and perform job responsibilities with minimal supervision
- Demonstrated ability to engage with external audiences to contribute to CMMB's brand.
- Understanding of databases and online platforms.
- Experience working with PGCalc, Blackbaud's Raiser's Edge, NXT, Luminate is added advantage.
- Working knowledge of Spanish or French is a plus.
- Must be comfortable working for a faith based organization.

How to apply: Visit our [careers page](#) for more information, and [click here to apply](#).

A message from Bruce Wilkinson, President and CEO of CMMB – Healthier Lives Worldwide

As president of CMMB, I would like to thank you for your interest in joining with us on our journey to bring healthier lives to women, children and their families worldwide. CMMB has embarked on our second century of service to the most marginalized. Our vision of a world in which every human life is valued, and health and human dignity are shared by all is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work, and are so pleased you are considering CMMB as your potential employer.

The position of Communications Specialist is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional and motivated team.

Cheers,
Bruce