



Development Coordinator

About Sista Afya Community Care

Sista Afya Community Care's mission is to build sustainable mental wellness communities by providing affordable and culturally-centered community mental wellness care and education. Sista Afya Community Care provides affordable individual therapy, community care events, and professional development training to women and girls across Chicago. To date, we've served over 2000 Black women and girls in Chicago and throughout the U.S.

Position Summary:

Sista Afya Community Care is seeking a skilled and passionate Development Coordinator to support our fundraising and development efforts. The Development Coordinator will be vital in securing financial resources through donor stewardship to further our mission of providing accessible and culturally-centered mental wellness care and education to Black women, Black girls, Young Adults, Women of Color, People with income barriers, and Chicago residents. The ideal candidate will be proactive and detail-oriented and possess strong communication skills to effectively manage relationships with donors, volunteers, and stakeholders.

Role Responsibilities

Donor Management

- Maintain donor records in our CRM database with high accuracy to support relationship development.
- Process donations promptly and create personalized acknowledgment letters to strengthen donor relationships.
- Implement donor stewardship plans with specific touchpoints to improve donor retention rates.
- Research and identify new prospective donors quarterly to expand our funding base.

Event Coordination

- Plan and execute fundraising events that meet established revenue targets and engagement goals.
- Facilitate team coordination to ensure smooth event execution and clear communication
- Develop systems to track attendee participation and key metrics to measure event success.
- Conduct post-event analysis to identify strengths and opportunities for future improvements.

Administrative Support



Development Coordinator

- Schedule and manage strategic meetings with donors and stakeholders to advance fundraising priorities.
- Create effective presentation materials tailored to specific fundraising conversations and audiences.
- Organize and maintain development files for easy access and information sharing.
- Prepare regular fundraising reports to track progress toward development goals.

Communications

- Draft compelling fundraising appeals designed to increase donor response and engagement.
- Update social media and website content to highlight impact stories and donation opportunities.
- Develop fundraising materials that effectively communicate organizational impact and needs.
- Ensure messaging consistency across all platforms to reinforce organizational brand and mission.

Required Qualifications:

- Bachelor's degree in a relevant field (e.g., Nonprofit Management, Communications, Public Relations) or equivalent experience.
- Minimum of 3 years of experience in fundraising, development, or related roles within the nonprofit sector.
- Excellent written and verbal communication skills, with the ability to effectively convey the organization's mission and impact.
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities and meet deadlines.
- Proficiency in using fundraising software and donor databases.
- Proficiency in creating digital marketing campaigns for fundraising.
- Knowledge of the mental health field and/or experience working with marginalized communities is a plus.
- Able to work well independently and be a self-starter.

Benefits of joining our team:

- Professional Development Stipend & Training
- Create your own flexible schedule to work.
- Workplace Retreats and Staff Appreciation Events.
- Option to use office space.



Development Coordinator

Location: 75 % Remote; 25% In-person - Applicant Must reside in Chicago or the surrounding suburbs to be eligible for this position.

Part-time Position: 15- 20 hours per week | \$37 - \$40/hour | Contractual

Length of Contract: 1 year with opportunities to extend based on performance.

Application Instructions:

Please submit your **resume, a cover letter, and two writing samples** (e.g., grant proposal, donor acknowledgment letter, fundraising appeal) to hr@sistaafya.com. In your cover letter, please address your development experience and passion for mental wellness, equity, and working with marginalized communities.

Applications will be accepted until April 18, 2025

We will only contact candidates for interviews. No phone calls or follow-up emails, please. Please email cover letters and resumes to Camesha Jones- Brandon at:
hr@sistaafya.com

Anticipated Start Date: May 12, 2025