



Job Announcement: Development Coordinator

August 2026

Position Title: Development Coordinator

Department: Development/Fundraising

Reports To: Executive Director and Chief Development Officer

Location: Greensboro, NC – onsite, with regular work across Center City Park, LeBauer Park, and the Downtown Greenway

Salary Range: \$40,000 – \$45,000, commensurate with experience and qualifications

Status: Full-Time (35 hours/week), exempt, at-will

Position Overview

Greensboro Downtown Parks Inc. (GDPI) is a nonprofit organization that manages and activates Center City Park and LeBauer Park in downtown Greensboro. The organization focuses on public engagement, park maintenance, financial sustainability, and programming that brings the community together. GDPI is expanding its signature Friends of the Downtown Parks program to encompass Center City Park, LeBauer Park, and the newly completed Downtown Greenway.

The Development Coordinator will play a vital role in launching and sustaining this expanded philanthropic initiative. Supported by capacity-building efforts to integrate donor databases and communications, this position will drive fundraising, stewardship, and database administration to enhance public art, wellness activities, signature events, and community engagement across all three parks, with an emphasis on maintaining momentum for Friends of the Downtown Greenway.

Key Responsibilities

Database Management & Systems Administration

- Manage and maintain the donor database, ensuring precise data entry, gift processing, and high standards of donor confidentiality.
- Implement highly accurate donor database integration and donor information transition efforts in collaboration with partner organizations.
- Track, analyze, and report on fundraising progress, donor retention, and campaign metrics.

Donor Stewardship & Relationship Cultivation

- Steward existing donor relationships while actively cultivating new Friends/supporters for Center City Park, LeBauer Park, and the Downtown Greenway.

- Grow the Friends network through annual membership drives, targeted giving opportunities, and tailored donor recognition strategies.
- Coordinate donor communications, including regular email updates, direct mailings, newsletters, and promotional materials.

Fundraising & Event Collaboration

- Coordinate fundraising initiatives to generate private philanthropic support for programming, community engagement, and public art.
- Work collaboratively with Greensboro Parks & Recreation and internal staff on sponsorships and fundraising associated with signature events and park activations.
- Support volunteer recruitment by promoting engagement opportunities coordinated in partnership with Greensboro Parks & Recreation.

Cross-Organizational & Administrative Support

- Collaborate with Action Greensboro and City of Greensboro representatives during the transition period to ensure aligned communication and seamless donor management.
- Support the Executive Director and Chief Development Officer with general development operations, reporting materials, and grant administration as needed.

Qualifications

- **Education:** Bachelor's degree preferred, or equivalent combination of education and relevant work/volunteer experience.
- **Experience:** 0-3 years of experience in non-profit fundraising, donor stewardship, database management, or event coordination. Volunteer or internship experience is also valued.
- **Technical Skills:** Proficiency with donor databases/CRMs and spreadsheets is highly desired.
- **Communication:** Exceptional written and verbal communication skills. Experience with email and social media marketing. Basic graphic design using online tools such as Canva is a plus.
- **Detail-Oriented:** Outstanding organizational skills, data entry accuracy, and project management capabilities.
- **Mission-Driven:** Strong passion for public urban spaces and community building.

Working Environment and Requirements

- Occasional work outdoors in varying weather conditions to host donor tours, assist with park activations, and represent GDPI at events.
- Ability to navigate outdoor park environments, paved greenways, and unpaved or uneven outdoor terrain during site visits, donor tours, and park events.
- Ability to set up basic event equipment (e.g., promotional tables, signage, AV equipment) for donor functions, including occasional lifting of up to 25 lbs.

- Must be available to work weekdays 9 AM - 5 PM, with occasional early mornings, evenings, weekends or holidays for donor events and park activations.

GDPI is committed to providing reasonable accommodations to qualified individuals with disabilities. Please contact GDPI if you require an accommodation to perform the essential functions of this role.

Benefits & Workplace Culture

GDPI offers a competitive benefits package for full-time employees (eligible 30 days post-hire), alongside a supportive team environment:

- **Health & Wellness:** Health, Dental, and Vision plans available, with an optional Health Savings Account (HSA). Includes 100% employer-paid \$25,000 Life Insurance.
- **Retirement:** SIMPLE IRA plan with a 3% employer match on voluntary contributions (eligible after 6 months).
- **Paid Time Off:** GDPI observes twelve (12) holidays annually. GDPI grants eligible full-time employees paid-time-off (PTO), to be used for vacation, sick and emergency leave, holidays or unexpected personal or family situations. Full-time staff in their first year accrue up to 80 hours of PTO. Accrual increases to 88 hours after the first year, and up to 128 hours after four years.
- **Perks & Discounts:** Cell phone stipend (\$25/pay period), employee discounts at park restaurants, and occasional free food from event vendors.
- **Professional Development:** Access to member association events, training, and networking via the NC Center for Nonprofits, Greensboro Chamber of Commerce, City Parks Alliance, and more.

Equal Opportunity & Non-Discrimination Statement

Greensboro Downtown Parks, Inc. is an Equal Opportunity Employer. GDPI provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, status as a protected veteran, genetic information, or any other characteristic protected by federal, state, or local laws.

How to Apply

Please visit <https://www.greensborodowntownparks.org/job-openings> to apply using the online form. Please combine your cover letter describing your relevant experience and a current resume into a single PDF file with your name in the file name (Ex: LastName_FirstName_GDPI_Development_Coordinator.PDF). Applications will be reviewed on a rolling basis. Final application deadline is September 14, 2026.

This job description reflects the general duties and requirements of the position and is not intended to be an exhaustive list of all responsibilities. Duties may be adjusted at GDPI's discretion to meet organizational needs.