Administrative Coordinator for Institutional Development

Summary of the position

Reporting to the Director of Development, the Administrative Coordinator for Institutional Development is a member of Semilla Nueva's Development Team, which is responsible for securing funding, managing donor relationships, and organizing fundraising activities in support of the organization's mission. The successful candidate is a collaborative and highly organized professional who enjoys promoting order and organization in a creative and busy environment. She/he/they has strong interpersonal and problem-solving skills, and demonstrates exceptional attention to detail and a natural ability to help others meet deadlines and achieve their goals. The ideal candidate will find it rewarding to help build and support the use of systems and processes that optimize the effectiveness of the Development Team.

Summary of the Organization

Malnutrition is one of the greatest barriers to the world's poorest people escaping poverty. The 900 million people in Africa and Central America who eat corn daily are some of the most affected, with nearly half of Guatemala's children suffering from stunted growth. Semilla Nueva launched the world's first social enterprise dedicated to the development, production, and sale of more nutritious, biofortified corn seed directly to small farming families. Farmers buying our seed increase their yields and incomes, while improving the diets of hundreds of thousands— and someday millions—of the world’s poorest consumers. In 2022, Semilla Nueva reached over 18,000 families, feeding over 400,000 people in Guatemala in collaboration with other seed companies and the Guatemalan government. We’re working to launch activities in Honduras and El Salvador over the next 18 months and are also developing seeds for Africa.

Semilla Nueva works with some of the world’s leading scientists at organizations such as CIMMYT, HarvestPlus, INCAP, and universities like Purdue, Cornell, Tufts, and Harvard. Our donors include some of the most prestigious in impact philanthropy, including Cartier Philanthropy, Mulago, and the U.S. Government. Our seeds are developed through conventional breeding (non-GMO), although we are not opposed to well-tested biotechnology.

Specific Tasks

- **CRM Management**
  - Become Semilla Nueva’s in-house expert in its fundraising CRM (NEON) to ensure optimal functionality and use by the Development and Finance Teams.
- Document and maintain up-to-date protocols for data entry to ensure consistent and effective use of the CRM.
- Enter new records of potential donors and collaborators and update existing records on an ongoing basis.

- **Donor reporting and acknowledgments**
  - Track all donations received by Semilla Nueva, entering all relevant and required information in the CRM and other tracking tools.
  - Generate donation reports (weekly, monthly, annually, and upon request), reconciling them with the Finance Team.
  - Working with the Director of Development for content, ensure timely, accurate, and personalized donor acknowledgements.
  - Monitor reporting requirements of Semilla Nueva donors (governments, foundations, and individual major donors) and support the Development Team and the Finance Office in meeting deadlines.

- **Communications support**
  - Work across Semilla Nueva’s departments to collect and organize photos and videos for use in development collateral (website, social media, presentations, program overviews, etc.), accompanying staff to the field to take photos/videos, if necessary.
  - With content approved by the Development Director, distribute donor communications (updates, newsletters, appeals, reports) electronically and via hard mail, as appropriate.
  - Conduct regular analysis of online communications (open rates, bounce rates, response rates, etc.) and scrub our distribution lists based on results.

- **Research**
  - Research individual donors and donor prospects using WealthEngine and other research tools.
  - Support research on foundation and government donors, as requested.

- **Donor logistics**
  - Provide varied support (airport arrivals/departures, special needs, etc.) to donors visiting Semilla Nueva’s programs in Guatemala.
  - Provide logistical support for events in Guatemala coordinated by the Development Director (program launches, Biofort Platform, etc.)

- **File management and donor compliance**
  - Ensure the effective organization of the Development Team’s electronic files (donor communications, grant proposals, annual reports, newsletters, development plans, etc.) in Dropbox, Google Drive, and the fundraising CRM, as appropriate.
Work with the Finance Team to organize and share documentation required by some donors related to Semilla Nueva’s compliance with local and international Anti-terrorism and Money Laundering laws.

Qualifications

Required:
• Bachelor’s degree and 1-2 years of relevant experience.
• Exceptional organizational skills and attention to detail.
• Strong interpersonal and problem-solving skills.
• Full working proficiency in English and Spanish.
• Ability to perform well in a fast-paced, dynamic environment.
• Strong basic computer skills related to Microsoft Office and Google Workspace.
• Ability to prioritize, multi-task, and follow through with minimal direction.
• Willingness to pitch in when/where needed.

Desired:
• Experience using a CRM.
• Event planning and implementation.
• Strong writing skills in English and Spanish.
• Experience using Constant Contact or other email marketing software.
• Experience managing social media platforms (FB, Twitter, Instagram, Tiktok, etc.).
• Website administration, photo/video editing, and/or graphic design skills.

Salary: Commensurate with experience.

Before applying, please review our website, blog, and Annual Report at www.semillanueva.org.

To apply, please email your CV to trabajo@semillanueva.org with the subject line “Administrative Coordinator for Institutional Development – your name”.

Semilla Nueva is an Equal Opportunity Employer committed to sustaining a diverse community with a work environment that is welcoming, respectful, and encouraging to all. We foster a culture of inclusion that celebrates and cultivates diversity along multiple dimensions, including race, ethnicity, sex, gender identity, gender expression, sexual orientation, out-of-home care, age, national origin, socioeconomic status, religion, ability, culture, and experience.