



Development Coordinator Position

Vision:

The Museum of the Peace Corps Experience envisions connecting people around the world to inspire service and peace, showing that our common humanity is more fundamental than the cultures and ideas that separate us.

Mission:

The Museum of the Peace Corps Experience collects and preserves stories and objects of material culture donated by volunteers who serve in communities around the globe. It fosters cultural understanding through education and promotes research on the impact of Peace Corps, encouraging visitors to serve—wherever they live, however they can.

Title: Development Coordinator

Purpose:

To assist the Vice President and MPCE's Development Committee in conducting donor and prospect research to advance the fundraising efforts of the Museum.

Responsibilities:

The Development Coordinator will:

- Conduct research on current and potential donors using wealth engines, internet research, and social media platforms.
- Compile detailed prospect profiles and reports.
- Identify new individual, corporate, and/or foundation prospects.

- Maintain and update donor information and research findings in MPCE's CRM (Neon One).
- Support other development and fundraising activities as needed.

Time: 5–10 hours per week, flexible schedule.

Location: This is a remote volunteer position.

Reports To: Board Vice President of MPCE

Appointment: Volunteer (unpaid)

Qualifications:

- Interest in fundraising, philanthropy, nonprofit work, or museum development.
- Strong research, writing, and organizational skills.
- Familiarity with Google Workspace (Docs, Sheets) and basic social media and internet research.
- Experience with wealth screening tools is a plus but not required; training provided.

Support Provided:

- Orientation and onboarding
- Training in donor research and fundraising best practices
- Bi-monthly virtual meetings with development committee
- Opportunity to develop highly transferable fundraising and research skills
- Supportive and mission-driven colleagues!

How to Apply:

Please send an expression of interest and resume to the email address below with the position title in the subject line: Development Coordinator Position. Thank you!

info@peacecorpsmuseum.org