Administrative & Development Coordinator

Right to Life of North Central Indiana
Warsaw, Indiana | In-Office

Right to Life of North Central Indiana is seeking an organized, dependable, and proactive **Administrative & Development Coordinator** to help keep our office, donor activities, events, and day-to-day operations running smoothly.

This is an ideal position for someone who enjoys variety, takes pride in staying organized, and likes being the person who helps move projects forward. One day may involve processing donations and communicating with supporters; another may include preparing materials for an upcoming event, coordinating a mailing, updating records, or assisting volunteers.

What You'll Do

1. Donor & Development Support

- Process and record financial contributions accurately and confidentially.
- Prepare donation acknowledgments, tax receipts, and thank-you correspondence.
- Maintain accurate donor records and mailing lists.
- Assist with fundraising appeals, campaigns, and donor mailings.
- Help prepare donor reports and information for organizational leadership.
- Support donor stewardship activities throughout the year.

2. Events & Community Outreach

- Assist with venue, catering, registration, and other event logistics.
- Maintain inventory of educational and promotional materials.
- Communicate with vendors, volunteers, and community partners.
- Assist with registrations and attendee information.
- Provide administrative and logistical support during major organizational events.

3. Office & Organizational Operations

- Serve as a friendly and professional point of contact for donors, volunteers, community partners, and members of the public.
- Manage calendars and assist with meeting coordination.
- Prepare materials and record minutes for board meetings.
- Maintain office supplies and coordinate routine equipment needs.
- Assist with mailings, correspondence, filing, and other administrative projects.

4. Communications Support

- Proofread newsletters, flyers, mailings, and other communications.
- Gather photos, event information, stories, and other content.

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- Coordinate printing and production with outside vendors.
- Help maintain consistency and accuracy across organizational materials.

Experience & Skills

- Previous experience in administration, office coordination, nonprofit work, fundraising, development, or a similar professional environment.
- Strong working knowledge of Microsoft Word, Excel, PowerPoint, and email.
- Experience with—or willingness to learn—donor databases or CRM systems.
- Strong written communication, grammar, spelling, and proofreading skills.
- Experience coordinating events, volunteers, vendors, or projects is helpful.
- Basic familiarity with Canva, Adobe Creative Cloud, and social media is preferred but not required.

A high school diploma or equivalent is required. An associate's or bachelor's degree is welcomed but not required; relevant professional experience will also be considered.

Mission Alignment

Because this position represents Right to Life of North Central Indiana and interacts regularly with supporters and community partners, candidates should understand and be comfortable supporting the organization's pro-life mission and values.

Schedule: 30–32 hours per week, Monday through Thursday. Occasional evening and weekend work is required as needed for events and programming.

Compensation: Hourly

How to Apply

Please submit a **resume and cover letter** sharing your relevant experience, why this position interests you, and your connection to our mission.

Email: info@nci4life.org

Mail:
Right to Life of North Central Indiana
PO Box 1162
Warsaw, IN 46581