



Purpose: *“To ensure that everyone has a place to call home.”*

<https://www.helpusa.org/>

New York, NY

Hybrid Employment

DEVELOPMENT COORDINATOR

THE OPPORTUNITY

HELP USA works to ensure that everyone has a place to call home. The organization is one of the nation’s largest non profit homeless services providers and low-income housing developers serving at-risk populations including families, individuals, veterans, survivors of domestic violence, people with physical and mental health challenges and disabilities, and seniors. With an annual operating budget approaching \$150 million and 1,400 employees working in nearly 60 programs, HELP USA has helped over 500,000 people facing homelessness and poverty to build better lives.

HELP USA seeks an **intelligent, driven, and detail-oriented Development Coordinator** to support and execute key fundraising and development operations. This role is ideal for a highly organized professional eager to contribute to a mission-driven organization while gaining hands-on experience in nonprofit development operations, donor relations, and fundraising strategy.

HELP USA has retained [Freeman Philanthropic Services, LLC](#) to assist with this crucial recruitment.

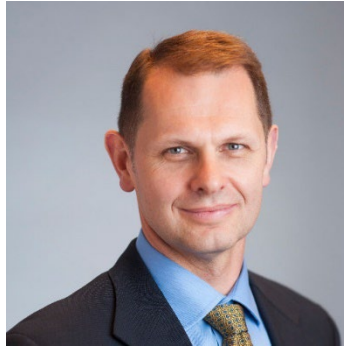
ABOUT HELP USA

HELP USA ensures that everyone has a place to call home. The organization provides shelter to meet people’s immediate needs, as well as support to succeed as individuals, as families, and as communities. HELP USA envisions a world where safe and stable housing is a starting point for everyone, because housing is the foundation upon which people can build better lives.

HELP USA was founded in 1986 to address the nation’s growing homelessness crisis. From its beginning as a shelter for families in Brooklyn, the organization has expanded to become a leader in the fight against homelessness. Today, HELP USA serves people of all backgrounds, including families, individuals, veterans, survivors of domestic violence, people with health challenges and disabilities, and seniors. HELP USA has helped over 500,000 people facing homelessness and poverty to build better lives.

To read more about HELP USA’s mission, programs, and impact, [visit the HELP USA website](#).

LEADERSHIP



Dan Lehman, CEO and President

Mr. Lehman was appointed CEO and President of HELP USA on November 15, 2023. Mr. Lehman is a seasoned nonprofit and government executive with more than 30 years of experience and a strong track record of strengthening and transforming organizations. He came to HELP USA from New York City-based Primary Care Development Corporation, where he has been Executive Vice President and Chief Financial Officer since 2021.

Previously, Mr. Lehman has served as a Deputy Commissioner at both the New York City Human Resources Administration/Department of Social Services and the New York City Health Department, as Chief Financial Officer, and then as Officer Chief Operating Officer at Children's Aid New York (formerly The Children's Aid Society); and as the interim CEO for the Collegiate Church of New York.



Samantha Conlan, Senior Vice President of Development and Communications

Ms. Conlan joined HELP USA in 2022 and has over 20 years of experience in communications, marketing, and development. She leads the HELP Fund, the fundraising affiliate of HELP USA, and is responsible for all private, institutional, corporate and foundational fundraising. In addition, Conlan oversees the organization's communications and marketing. Previously, she was the Vice President of Institutional Giving at the Museum of Arts and Design, the Associate Vice President of Strategic Partnerships at the New York Botanical Garden, and the Director of Corporate Partnerships and Promotions at the Wildlife Conservation Society. Ms. Conlan earned a Bachelor of Arts degree in political science from Lafayette College and a Master of Arts degree in communications from the New York Institute of Technology.

IMPORTANT AND REPORTING RELATIONSHIPS

The Development Coordinator will report to the **Senior Vice President of Development and Communications**, working closely with HELP USA's fundraising team. This role provides a **unique opportunity for professional growth**, offering hands-on experience in **fundraising strategy, donor engagement, financial management, and event planning**.

KEY OPPORTUNITIES

Fundraising & Donor Relations

- Assist in the **production of proposals, presentations, and sponsorship materials** to support fundraising efforts.
- Conduct **prospect research** to identify potential donors and funding opportunities.
- Draft **donor correspondence, acknowledgment letters, and impact reports** to cultivate and steward relationships.
- Assist with corporate volunteerism program, helping to facilitate events and grow involvement.
- Manage in-kind donations.

Database & Financial Management

- Manage and maintain **HELP USA's donor database**, ensuring accurate and timely data entry, donor record updates, and reporting.
- Process **donor gifts and pledges**, track contributions, and generate **funding reports** to support financial reconciliation and forecasting.
- Work closely with the finance team to ensure **proper gift coding, reconciliation, and compliance with financial reporting standards**.
- Analyze donor trends and generate **fundraising performance reports** to inform strategy and decision-making.

Event Planning & Execution

- Support the **planning, logistics, and execution of fundraising events**, including donor receptions, annual galas, and corporate partnership activations.
- Coordinate event invitations, track RSVPs, and assist with donor engagement efforts leading up to and following events.
- Assist in securing **event sponsorships, auction items, and in-kind donations** to enhance fundraising efforts.

Operations & Cross-Departmental Coordination

- Manage cross-departmental interactions, including organizing meetings, both virtual and in person.
- Assist SVP with operational tasks as necessary including office management, coordination of mailings, banking tasks, messenger services, deliveries, and site events.

IDEAL QUALITIES

In addition to the ability to meet the responsibilities listed in the preceding section, the ideal candidate will possess the following qualities.

- Bachelor's degree in nonprofit management, communications, business, or a related field.
- **Experience in nonprofit development, fundraising, donor relations, or a related field.**
- Proficiency in donor management databases (e.g., **Salesforce, Raiser's Edge, DonorPerfect**) and Microsoft Office Suite (Excel, Word, PowerPoint).
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines.
- Excellent communication skills—both written and verbal—with the ability to craft compelling donor materials.
- Experience with **event coordination and logistics** is a plus.
- Passion for HELP USA's mission and a commitment to addressing homelessness and housing insecurity.

DIVERSITY

It is, has been, and will continue to be the policy of HELP USA, to provide equal employment opportunity without regard to race, color, religion, sex, national origin, age, disability, or veteran status. Further, it is the policy of HELP USA to undertake affirmative action in compliance with all federal, state, and local requirements to recruit a diverse pool of applicants and to ensure that our employment practices are, in fact, non-discriminatory. Such affirmative action shall apply to all employment practices, but not limited to hiring, promotion, transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions relating to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation.

COMPENSATION AND BENEFITS

The compensation and benefits package will be competitive and commensurate with the successful candidate's background and experience. The compensation range is \$55,000 to \$70,000.

The Development Coordinator will work in a hybrid capacity, with the expectation of working from the office two days a week.

CONFIDENTIAL INQUIRIES AND HOW TO APPLY

HELP USA has retained [Freeman Philanthropic Services, LLC](#) (FPS) to assist on this executive recruitment. FPS is a national leader in recruitment for the nonprofit sector and related concerns and brings a proven track record of recruiting top talent to diverse institutions.

Please send all confidential inquiries, applications, and nominations directly to FPS via e-mail at HELPUSA-DC@glfreeman.com.

All applications must include (1) an up-to-date resume/CV, (2) a letter of intent (addressed to FPS) that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity is the logical and desired next step in his/her career, and (3) a list of references. Additional materials and information will be requested during the search and interview process.