

# About the Development Coordinator Position

## Position Title

Development Coordinator, full-time.

## Reports To

Development Director

## Location

Prishtina, can travel within Kosovo and internationally

## About TOKA

Founded in 2013, TOKA is a Kosovo-based non-profit organization that contributes to the development of Kosovo by investing in its youth. We focus on youth from disadvantaged backgrounds and offer education and volunteering programs that help them thrive in 21st-century society and the workplace. TOKA is the No.1 volunteering organization in Kosovo, with over 1,000 volunteers engaged annually, and a long-term partner of central and local government in the field of education, youth work, and teacher training. Additionally, TOKA collaborates with over 150 business partners to expand opportunities for young people. It is also the chair of the Central and South-Eastern Service-Learning Network and the Kosovo representative in the SAME network.

## About the Role

The Development Coordinator will be responsible for supporting and enhancing TOKA's fundraising efforts, donor engagement, and event coordination. This role includes overseeing fundraising campaigns, coordinating donor events, managing donor relations, and ensuring the smooth execution of TOKA's development initiatives. The ideal candidate is a proactive, detail-oriented individual with a strong background in donor management, event planning, and fundraising. A track record of success in non-profit or related sectors is highly valued. Candidates with experience in both non-profit and private sectors are encouraged to apply.

As the Development Coordinator, you will play a pivotal role in building and maintaining relationships with our donors, coordinating impactful fundraising events, and supporting targeted campaigns. *TOKA's diverse donor base includes the private sector, individuals, the diaspora, and international corporations.* You will be an integral part of a mission-driven organization committed to empowering youth and promoting civic engagement through education and social initiatives.

## Key Responsibilities

### Support for TOKA's Youth Scholarship Program

- Contribute to fundraising efforts and collaborate with the Development Director to successfully execute TOKA's Youth Scholarship Program, ensuring its alignment with organizational goals.

### Coordination of Fundraising Events

- Assist in the planning, organization, and execution of donor events, including logistical support, invitations, and event coordination for key initiatives such as TOKA Gala Night and Diaspora Fundraising. Support high-profile events like the Volunteerism of the Year Awards (VoY) conference, crowdfunding campaigns, and exclusive donor activities.



# About the Development Coordinator Position

## Donor Relationship Management

All tasks covering the full donor management cycle –from prospecting and agreements to engagement and reporting—to build lasting, meaningful relationships. This includes important steps such as lead management and outreach, coordinating donor meetings and follow-ups, agreement and commitment oversight, engagement and impact reporting via newsletters, social media, and personalized thank-you gifts.

## Digital Campaign Coordination

Lead and manage crowdfunding initiatives, leveraging both local and international platforms such as Global Giving to expand TOKA's reach. Also, oversee social media fundraising campaigns, ensuring effective execution and ongoing engagement with donors.

## Qualifications

- Bachelor's degree, preferably but not exclusively in finance, sales, marketing and social sciences;
- Minimum 2 years of experience in fundraising, donor management, and/or event coordination.
- Strong organizational and communication skills;
- Proficiency in social media platforms, Google Workspace, and basic donor management software (e.g. Salesforce);
- Excellent verbal and written communication skills in English and Albanian, with ability to present information clearly and persuasively;
- Ability to multitask and prioritize in a fast-paced environment;
- Enthusiasm for contributing to youth and community development initiatives;
- A driver's license is highly desired.

## Apply

Interested candidates should submit their **CVs** with specific results of fundraising (number of donors and funds raised), and a **cover letter** detailing their relevant experience and why they are passionate about supporting TOKA's mission.

**Applications should be sent to [pune@toka-ks.org](mailto:pune@toka-ks.org) by 23.59 on the 23rd of February 2025.**

Interviews will be held on a rolling basis. Please note: only shortlisted candidates will be contacted. If you have applied, **but have not heard from us by the 28th of February 2025, please assume that your application has not been successful.**

Join our team and be part of creating lasting change for youth and communities!

