



Development Coordinator

Reports to: Executive Director

Salary: \$53,000 – 58,000 (commensurate with experience)

Hours: Full-time 37.5 hours/week, with occasional evenings and weekends to support programs and events.

Location: Dartmouth office, hybrid work model.

Deadline: August 12th, 2026

Why You'll Love Working at PREP

At The PREP Academy, we believe our people are our greatest strength. We are committed to creating a workplace where employees feel supported, valued, and empowered to make a meaningful impact. Our total compensation package includes:

- Comprehensive health, dental & life insurance (cost-shared)
- Employee Assistance Program
- 3 weeks vacation, increasing to 4 weeks after your third year
- Paid December office closure (typically 3 weeks)
- Paid birthday off
- Summer Hours
- Annual \$500 Professional Development Fund
- Annual \$500 Education Scholarship
- Company laptop & mobile phone

Most importantly, you'll join a passionate, mission-driven team transforming educational outcomes for African Nova Scotian youth across Nova Scotia.

About The PREP Academy

The PREP Academy is a community based registered charity that inspires and prepares African Nova Scotian students for postsecondary education. We coach students in Grades 10, 11, 12 and continue to provide wraparound supports as they transition and complete college, university and apprenticeship. We provide students and parents with access to resources and information, and help them navigate college and university processes. Our culturally informed programs guide students as they plan, prepare and pursue postsecondary education directly after high school.



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Statement of Intention: We are dedicated to empowering and uplifting Black youth in education through our programs, initiatives, and advocacy. While our mission focuses on serving Black students and addressing systemic inequities in education, our team reflects a commitment to diversity, equity, and inclusion across all identities. We welcome and encourage applications from individuals of all backgrounds. Candidates do not need to identify as Black but must demonstrate a deep understanding of and respect for the lived experiences, cultural backgrounds, and unique challenges faced by the students and communities we serve.

Position Summary

The PREP Academy is seeking an enthusiastic, relationship-oriented Development Coordinator to help grow one of Nova Scotia's most exciting youth serving charities. Reporting to the Executive Director and working closely alongside the Manager, Donor Development & Engagement, the Development Coordinator will play an integral role in supporting PREP's fundraising, donor stewardship, partnerships, and donor relationship management. This role is ideal for someone who enjoys building relationships, staying organized, telling meaningful stories, and connecting people with opportunities to invest in the success of African Nova Scotian youth. The Development Coordinator will help ensure every donor, and funder has an exceptional experience with PREP while contributing to the organization's long term fundraising growth.

Key Responsibilities

The Development Coordinator serves as the operational backbone of PREP's fund development team, ensuring donor relationships are nurtured, stewardship activities are completed with excellence, and systems support exceptional donor experiences.

Key responsibilities include:

- Coordinate donor stewardship activities and help create meaningful donor experiences that strengthen long term relationships.



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- Manage PREP's donor CRM (Keela), ensuring donor records, stewardship activities, prospect research, and fundraising pipelines remain accurate and current.
- Support the development of grant applications, donor proposals, reports, and other fundraising materials.
- Support prospect research for corporate, foundation, government, and individual funding opportunities that align with PREP's strategic priorities.
- Coordinate donor meetings, briefing notes, follow up communications, and stewardship activities.
- Work collaboratively with Programs, Student Services, Marketing, and Finance to gather stories, impact data, budgets, and reporting information that support fundraising efforts.
- Support annual giving initiatives, donor campaigns, stewardship events, and community engagement activities.
- Contribute to the continuous improvement of fundraising systems, processes, and donor stewardship practices.

Perform other duties as assigned.

Education and Experience

- Post-secondary education in Business, Communications, Public Relations, Marketing, Nonprofit Management, Community Development, or a related field, or an equivalent combination of experience.
- One to three years of experience in fundraising, donor relations, customer relationship management, business development, communications, event coordination, or a related field.
- Experience using a CRM or donor database (Keela experience is considered an asset).
- Strong writing skills, with experience preparing reports, proposals, or other professional communications.
- Experience working with community organizations, charities, or the nonprofit sector is considered an asset.
- Experience with CANVA is an asset.

Ideal Candidate

We're looking for someone who is energized by building relationships, creating meaningful experiences, and connecting people to a cause they believe in. You



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are naturally curious, highly organized, and enjoy taking initiative to solve problems and improve systems. You thrive in a collaborative environment, communicate with professionalism and warmth, and are excited to grow your career in fund development. Most importantly, you're passionate about creating opportunities for African Nova Scotian youth and want to be part of an organization making a lasting impact in our communities.

You demonstrate:

- Exceptional relationship building and interpersonal skills.
- Strong written and verbal communication abilities.
- Excellent organizational and project management skills.
- A high level of initiative, curiosity, and critical thinking.
- The ability to manage multiple priorities while maintaining strong attention to detail.
- Sound judgment, professionalism, and discretion.
- A commitment to continuous learning and personal growth.
- A collaborative approach and willingness to support colleagues across the organization.

How to Apply

Please merge your cover letter and resume into one PDF and:

- send to: hr@theprepacademy.ca
- use the subject header: **Development Coordinator**
- Candidates selected for an interview may be asked to facilitate a two part interview process.
- If accommodation to the recruitment process would help you present your full contribution potential to the process, we would love to support you.