



Friends of Prentice

Funding the Future of Women's Healthcare

Development, Events and Administration Coordinator

Status: Contract Part-Time to Full in 2026: 20 hours per week* (with opportunity for additional hours in the coming months as well as full-time with benefits in 2026)

Deadline to apply is October 11th - *start date no later than December 1st.*

About Friends of Prentice

Friends of Prentice is the spark that ignites early stage research for life-saving women's healthcare. We are a non-profit organization dedicated to advancing women's healthcare by funding cutting-edge research at Northwestern Medicine Prentice Women's Hospital. We are committed to supporting research across various fields, including basic science, patient care, education, and community service, to improve the health and well-being of women and, in turn, communities.

Position Summary

Friends of Prentice is seeking a dynamic individual to support our fundraising, administrative, and event efforts. This is an excellent opportunity for an entry to mid-level professional with a passion for women's health. We are a fully remote team with required in-person attendance for meetings and events in Chicago. This contract role starts at \$35 per hour, commensurate with experience and based in the greater Chicago area. As our staff grows in the coming months, the new year will bring all employees to W-2 status in the first quarter of 2026, with a robust benefits package that includes healthcare, PTO, and retirement. You'll report to the Executive Director and then work closely with and report to our new Development Director, providing essential support in three key areas: development/events, database management, and organization-wide administration.

Key Responsibilities

Development & Events

- Assist the Development Director with implementing our fundraising strategy for individuals, corporations, and foundations.

- Support fundraising initiatives, including our annual appeal, mailings, and online campaigns.
- Assist with the planning and execution of our annual fundraiser and other cultivation events.
- Conduct donor research and identify new prospects.
- Collaborate with the PR & Marketing team on fundraising communications.

Database Management & Operations

- Manage our donor database (Raiser's Edge NXT), ensuring data is accurate and up to date.
- Process all gifts and pledges and prepare timely donor acknowledgment letters.
- Track key metrics and prepare reports on fundraising progress.
- Maintain meticulous records of donor interactions and next steps.

General Administration

- Provide administrative support to the Executive Director, Development Director, and Board of Directors.
- Prepare materials and agendas for committee and board meetings.
- Assist with other organizational tasks as needed.

Qualifications

- 2-5 years of experience in a non-profit or development role.
- Familiarity with donor databases, particularly Raiser's Edge NXT, is strongly preferred.
- A passion for women's health and the mission of Friends of Prentice.
- Strong organizational skills and meticulous attention to detail.
- Excellent written and verbal communication skills.
- Ability to work both independently and collaboratively in a small team environment.

To apply, please send your resume and a writing sample (such as a campaign letter, newsletter article, or blog post) to: Kristen at director@friendsofprentice.org subject line: Development Coordinator.