



Job Title: Operations and Development Coordinator

Location: Remote within the United States; ability to travel as needed

Job Type: Full-time

Reports To: Executive Director

Position Overview

National PKU Alliance (NPKUA) is seeking an Operations & Development Coordinator to provide operational, administrative, and development support across the organization. This position plays an important role in helping organizational systems run smoothly, supporting donor and partner relationships, and helping execute key initiatives.

The ideal candidate is highly organized, detail-oriented, and proactive, with strong project coordination and relationship-building skills. They are comfortable working independently in a collaborative, fast-paced remote environment, enjoy managing multiple priorities, and are excited to contribute to a mission-driven organization making a meaningful difference in the PKU community.

Organizational Operations

- Support the day-to-day operational needs of the organization using the Microsoft suite of applications, in addition to Adobe, Bloomerang, Zoom, Dropbox, Asana, and Canva.
- Support vendor relationship management, including processing applications, gathering required documents, and coordinating signatures.
- Support department and program leads in identifying opportunities to improve efficiencies, and help implement sustainable processes and procedures.
- Schedule meetings for department or program leads and coordinate with external contacts to confirm availability.

Development Operations

- Manage the organization's donor database and gift processing activities, ensuring accurate, timely, and confidential records.
- Support donor stewardship efforts by entering donations, updating and maintaining donor data, and sending timely acknowledgements.
- Create reports in the donor CRM and provide data to department or program leads.
- Provide operational support for fundraising campaigns, special events, and donor engagement initiatives, including in-person and virtual events.
- Collaborate with the Director of Development to maintain strong fundraising systems, reporting, and best practices.

Corporate & Partner Relations

- Support corporate and industry partnerships through sponsorship documentation, funding applications, reporting, and benefit fulfillment.

- Maintain partner records and assist with communications and relationship management activities.

Program & Administrative Support

- Coordinate administrative and operational processes for select organizational programs and initiatives, which may include serving as a point of contact for external contacts and managing program logistics.
- Support meetings, communications, logistics, and special projects as needed.

Qualifications

- Bachelor's degree or equivalent professional experience.
- 2-4 years of experience in nonprofit operations, administration, fundraising, project coordination, or a related field.
- Strong organizational, project coordination, and problem-solving skills with excellent attention to detail.
- Experience with CRM or donor database systems and proficiency with Microsoft Office and other technology platforms; Bloomerang and Asana experience are a plus.
- Demonstrated ability to work independently and exercise sound judgment in a fast-paced, remote environment.
- Excellent written and verbal communication skills with the ability to manage multiple priorities in a collaborative remote work environment.
- Passion for NPKUA's mission and a commitment to supporting the PKU community.

Salary and Benefits

Salary range: \$58,000-\$68,000 annually, commensurate with experience.

NPKUA offers a comprehensive benefits package, including a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA); 403(b) retirement plan with employer match; short- and long-term disability insurance; technology stipend; and generous paid time off and holidays.

To Apply

Interested candidates should provide a cover letter, resume, and salary requirements to careers@npkua.org by September 4, 2026.

NPKUA is an equal opportunity employer and is committed to fostering an inclusive workplace. We encourage candidates from all backgrounds to apply.

About NPKUA

NPKUA was founded in 2008, with a mission to improve the lives of individuals with PKU and to pursue a cure. Phenylketonuria, or PKU, is a rare metabolic condition affecting approximately 13,500 people in the United States. It is an inborn error of metabolism that requires careful management of phenylalanine (Phe) levels in the body throughout life to prevent severe intellectual disability. To learn more about NPKUA, visit npkua.org.