



## National Health Freedom Action National Health Freedom Coalition

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## Job Description

**Position: Development & Donor Relations Coordinator. Part-time fundraiser, divided time between two sister organizations.**

**Organizations: National Health Freedom Action and National Health Freedom Coalition**

*You can help to ensure access for all people to the healing practitioners, products and information that they desire on their health journey! You will be working remotely and collaborating with a close-knit and visionary team as we strive to improve health freedom for all.*

**Position Type:** Part-Time 20 or more hours/week, divided between NHFA and NHFC. Flexible Schedule. Remote with occasional travel to conferences and events.

We are seeking a lead fundraiser and manager for our fundraising team at NHFA and NHFC. This organized, personable, and mission-driven Development & Donor Relations Coordinator will strengthen and grow our donor community. They will lead donor stewardship, relationship building, and outreach to prospective individuals, foundations, and businesses.

The ideal candidate enjoys connecting with people, is detail-oriented, and is passionate about building long-term relationships that support the health freedom movement.

## Primary Responsibilities

### Development & Fundraising Efforts

- Research and identify prospective medium and major donors and make asks.
- Conduct outreach to individuals, family foundations, businesses, and organizations aligned with NHFA/NHFC's mission.
- Help cultivate partnerships for matching grant opportunities and fundraising campaigns.
- Organize and lead fundraising campaigns.

### Donor Stewardship & Relationship Building

- Personally thank donors through phone calls and/or handwritten notes.
- Schedule and implement donor follow-up meetings.

- Help maintain strong relationships with existing supporters and major donors.
- Track donor communications and follow-up activities.

## **Donor Database Management**

- Maintain and update donor records within the organization's donor management system.
- Generate monthly donor reports for Boards
- Support fundraising campaigns through donor segmentation and data management.

## **Events & Conferences**

- Represent NHFA and NHFC at conferences, educational events, and networking opportunities.
- Build relationships with prospective donors, partners, exhibitors, and sponsors.

## **Communications & Social Media (Preferred)**

- Assist with social media outreach, helping share organizational updates, fundraising campaigns, and success stories.

## **Qualifications**

- Strong leadership, interpersonal and communication skills.
- Comfortable engaging with donors and making donor asks.
- Experience with donor databases, CRM systems, or fundraising software preferred.
- Ability to work independently and manage multiple projects.
- Professional writing skills.
- Social media experience is a plus.
- Support for the mission of NHFA and NHFC, and passion for health freedom including access to complementary and alternative health care, individual rights, and grassroots advocacy is strongly preferred.

## **Compensation**

- Part-time position (approximately 20 hours per week).
- Flexible schedule.
- Compensation commensurate with experience.

## **To Apply**

Please submit a resume and a brief cover letter describing your interest in health freedom, fundraising, relationship building, and nonprofit development at [info@nationalhealthfreedom.org](mailto:info@nationalhealthfreedom.org)

Join our small but mighty team and help protect health freedom for future generations.