

# Job Posting



---

## Project Support Coordinator

**Reports to:** Director of Fiscal Sponsorship

**Location:** Hybrid (75% In Office/25% Remote)

**Pay:** \$27/HR      **Status:** Full-Time; Non-Exempt

### About the Role

The Project Support Coordinator provides administrative and coordination support across Stara Collaborative's Project Support team, playing an essential role in keeping the work organized, responsive, and running smoothly. This role is often the first point of contact for organizations exploring fiscal sponsorship with Stara, owning the inquiry process from initial scheduling through application and acceptance, and coordinating the onboarding experience for new sponsored projects.

Day-to-day, the Project Support Coordinator supports grant activity across the portfolio through document preparation, Salesforce data entry, recordkeeping, and proofreading, ensuring that grant applications are accurate, complete, and submitted on time. This role also coordinates event planning and manages Stara's donor acknowledgment process. This is a role for someone who is highly organized, takes pride in doing detail-oriented work well, and finds satisfaction in being the person others can count on.

### What You'll Do

- **Own the inquiry process.** Serve as the first point of contact for organizations exploring fiscal sponsorship, from scheduling and conducting inquiry meetings through documentation and follow-up. Make sure prospective projects move through the process in a timely, organized, and welcoming way.
- **Coordinate project onboarding.** Coordinate the onboarding experience for newly accepted projects, working closely with the assigned Project Portfolio Manager so that all steps are completed, documents are in order, and new project leads feel oriented and supported.
- **Support grant applications and reports.** Prepare grant applications and report documents, enter data accurately into Salesforce, and proofread submissions for accuracy and completeness. Serve as the final step in the submission process, coordinating with the Grants

and Data Manager and Project Portfolio Managers, and keep thorough, accessible records of applications, supporting documents, and funder correspondence.

- **Plan project events.** Coordinate project-related events, including the Annual Summer Mixer and Year-End gathering, and support training and professional development opportunities, managing logistics from planning through execution.
- **Manage donor acknowledgments.** Run Stara's donor acknowledgment process, making sure all gifts are acknowledged accurately and on time, in line with organizational standards.
- **Support financial administration.** Provide financial support across the portfolio, including entering approved budgets into the spending platform, processing fund transfers, managing check deposits, maintaining budget documentation, and supporting financial reporting as projects evolve throughout the year.
- **Keep the team running.** Provide general administrative support to the Project Support team, including calendar management, scheduling, and correspondence.

## What We're Looking For

- Required
  - 2+ years of experience in a coordinator, administrator, or development support role, preferably in a nonprofit, foundation, or mission-driven organization.
  - Demonstrated ability to manage multiple priorities and deadlines with accuracy and follow-through.
  - Experience with proofreading, editing, or writing.
  - Proficiency with productivity in Google Workspace, and comfort learning new systems quickly.
- Preferred
  - Experience with CRM or database systems for tracking contacts, relationships, or grants
  - Familiarity with grant research, grant writing, or grant reporting processes

## How to Apply

Email your resume and cover letter to [jobs@stara.org](mailto:jobs@stara.org).

Please include the position you are applying for in the subject line of your email.

### EQUAL OPPORTUNITY EMPLOYER:

Black, Indigenous, and other people of color, immigrants, women and femmes, LGBTQI+ individuals, people with disabilities, neurodiverse people, and formerly convicted, incarcerated, or systems-impacted people are highly encouraged to apply. Stara Collaborative does not discriminate on the basis of race, color, religion, creed, age, sexual orientation, gender identity or expression, marital status, national origin, citizenship, ancestry, genetic information, disability, veteran status, political affiliation, medical condition (including pregnancy, childbirth, breastfeeding, and related conditions), or any other category protected by law.