Development Coordinator

As a member of the development team, the Development Coordinator will contribute to a vigorous program, building constituencies at all levels to obtain support from corporations and individual donors. The Development Coordinator is responsible for maintaining donor data, facilitating donor communications, ensuring accurate gift processing and donor recognition, and conducting donor research to further develop the organization's support base. The Development Coordinator will represent the organization at various events and activities and must be passionate about community service and aiding at-risk children and able to articulate that passion in a manner that inspires others.

The Development Coordinator will work cooperatively with the staff of Children's Fund under the direction of the Director of Development. Specific duties include, but are not limited to:

1. Manage the organization's donor data, including gift processing, tracking activities in donor files, donor research, developing prospect lists, and providing reports as requested. Ensure consistent and accurate updating of volunteer and donor constituent records on an ongoing basis.

2. Manage all development-related correspondence and mailings, including personalized acknowledgement letters for all gifts received in a timely and accurate fashion.

3. Assist with Children's Fund's annual giving program, including data analysis, segmentation, reporting, and managing correspondence. Review and evaluate the program in coordination with appropriate staff, proactively recommending systems enhancements and improvements.

4. Provide support for proposal writing and other needs as they arise related to all types of annual giving, including individual, corporate, and foundation solicitations. Assist in grant research and manage the tracking of grant submissions and compliance report deadlines.

5. In conjunction with the Director of Development and/or Associate Director of Development, coordinate the organization's direct mail program, including the development of strategies, list acquisition, appeal letters, program analysis, etc.

6. Provide support to special events, including invitation lists, updating donor database to track donors, participants and response results, etc. for each event.

7. Manage the moves management tracking, specifically for leadership gift levels and other major gift donors/prospects.

8. Assist the volunteer program, including but not limited to, the on-boarding process of volunteers, tracking volunteer hours, communicating volunteer opportunities and coordinating volunteer needs with pertinent staff, and ensuring volunteers receive instruction and recognition. Coordinate process for solicitation and procurement of In-Kind donations and

oversee the acknowledgement of In-Kind donations with appropriate staff.

9. Contribute to the development of cultivation and solicitation collateral material.

10. Provide support for the President's Society, including communications, renewals, and activities.

11. Other tasks and special projects as assigned by the President/CEO or Director of Development

12. Maintain the confidentiality of the organization and the people we serve.

Qualifications:
- Experience with donor, client, partner, and/or customer relationship management.

- Ability to manage database software programs (Blackbaud Raiser's Edge preferred) including but not limited to, the ability to record donations, generate acknowledgements, gift receipts, design/run reports. Perform database maintenance, tracking, data input/output.

- Organizational skills, paying strong attention to detail and working with a sense of urgency.

- Demonstrated experience in creating written correspondence (appeals, letters, grant writing, etc.) and the ability to verbally articulate organizational mission and impact.

- Interpersonal skills; a strong donor relations background is preferred.

- Demonstrated ability to think critically and make decisions on behalf of an organization.

- Planning and project management skills.

- Experience in dealing with matters of extreme confidentiality, consistently in a friendly and professional manner.

- Ability to successfully handle multiple simultaneous deadlines, set priorities, and develop innovative recommendations and solutions to problems.

- Proactive self-starter needing minimum supervision.

- Proficiency in office-related software (Outlook, Word, Excel, PowerPoint), typing skills and other general office knowledge.

- Strong understanding of fundraising methods and principles preferred.

- Strong understanding of volunteer programs.

- A four-year college degree or comparable experience preferred.

Physical Requirements and Work Environment
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to remain in stationary position (sit or stand) two-thirds of the day or more.
- Occasional travel to various locations and events within and outside the county, and typically via automobile is required. Mobility is required to attend meetings and events.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter, or calculator and to operate standard office equipment.
- The position occasionally bends, stoops, reaches, pushes, and pulls drawers, to retrieve and file information. Frequently moves/transports various pieces of merchandise weighing typically less than 40 pounds across warehouse for various donation drives and event needs.
- Employees must be able to maintain regular and predictable *attendance* and *punctuality.*
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Noise levels can vary, depending on programming and events. While performing this job, the employee is exposed to weather conditions prevalent at the time with respect to both indoor and outdoor environments and event. Temperature levels may include hot, cold, and mild.

Organizational Background

The Children's Fund is a 501(c)3 non-profit organization created to serve at-risk children in San Bernardino County. Children's Fund mission is giving our vulnerable children support, opportunity and hope by breaking destructive cycles through community partnerships.

Formed in 1986, Children's Fund has had the privilege of assisting more than 1.7 million at-risk children throughout San Bernardino County. This has taken place under the guidance of a board of directors comprised of innovative business and community leaders from all over Southern California with a shared commitment to impact the lives of these children and renew their hope for a vibrant future.

What We Offer

Your benefits will include a competitive compensation plan and paid time-off benefit. After 60 days you may enroll in Children's Fund, Inc., Health & Welfare benefit plans, depending on eligibility. We also offer a SIMPLE IRA Savings Plan, with company match. We look forward to reviewing with you the specific benefits you would receive as a Children's Fund, Inc., employee. The above information is provided as a highlight of the major benefits offered to most full-time team members, this is not a summary plan description or official plan document.

To Apply
To be considered for this position, you must provide a **complete packet*** by 5 p.m., May 9th, 2022. Initial screening and interviews may be scheduled prior to the closing date, as qualified candidates are received.

> ***Complete Packet** consists of the following**:** Cover Letter, Résumé and a signed Children's Fund Application, which can be found at www.childrensfund.org/employment-opportunities-

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