



Job Title: Coordinator, Development

Department | Location: Development – Long Beach, CA

The **Coordinator, Development** plays an integral role in the success of raising funds and awareness to support our athletes and mission. This person will provide administrative and special event support to the Development team. He/she will interact with donors and supporters, manage donor information and communications, and be a super user for SOSOC's donor database, Raisers Edge and NXT.

Reports To: Director, Corporate Partnerships

Job Level: 2

Key Responsibilities

Sponsorship and Special Events

35%

- Coordinate benefit fulfillment for sponsors at Major Championship Competitions. This includes working with the Games Organizing Committee, communications team and volunteer leaders on the planning and execution of festival venues and ensuring all sponsor rights and benefits are fulfilled at Championship Competitions.
- Provide support to the development team on signature fundraising events with responsibilities such as event mailings, list coordination, managing participant responses and pulling reports and/or queries in Raisers Edge, coordinating auction items, securing and managing in-kind donations, creating check-in lists and name badges, coordinating thank you mailings, creating and sending invoices, and other event support as needed.
- Supports development team in maintaining status of sponsorship "pipeline". Participates in and assist in coordinating presentations to potential sponsors.

Donor Programs and Record Keeping

20%

- Ensure donor records are up to date and maintain efficient record-keeping donor systems within using Raiser's Edge and NXT.
- Collect donor cultivation and stewardship strategies including corporate partnerships, grants, service group giving, and individual giving
- Prepare and send donor acknowledgement letters for Headquarters' donations and SOSOC's signature events in accordance with the Contributions & Acknowledgement Letters Procedures.
- Track and enter gifts into Raiser's Edge Event Module for specified events.

Direct Marketing support

5%

- Coordinate constituent requests related to our Integrated Direct Marketing Programs (IDMP) and SOSOC email communications.
- Save High Dollar Donor monthly reports on server and email to development staff; request donor lists and reports as needed.

Corporate Match Program

5%

- Coordinate matching gifts program, which includes confirming individual gifts and volunteer matching gifts received through company match programs.

General Development Team Support

5%

- Serve as initial point of contact for development inquiries, providing basic information or connecting inquiry to the appropriate contact for additional support.
- Provide general donor cultivation support, such as preparation of information packets, and sending out invitations, acknowledgements or special mailings.

Volunteer Engagement

10%

- Recruiting & Cultivation: Identifies potential volunteers and interns, nurtures existing relationships, and promotes volunteer and internship opportunities. Identifies prospective volunteers for committee membership. Conducts secondary screenings of volunteers and interns for cultural and positional fit.
- Training & Orientation: Ensure proper onboarding of designated Development volunteers and interns.
- Support, Collaboration & Recognition: Assist in staffing and supporting designated councils and committees. Communicates regularly with designated volunteers and interns regarding assignments. Collaborates with volunteers and interns to address challenges and capitalize on opportunities. Maintains a log of volunteer and intern achievements for recognition purposes.

Individual Goals: (Internal) See employee feedback in Comments section of Threads.

20%

Total 100%

CORE VALUES

Be ATHLETE centric

25%

- Lets the interests of the athletes drive daily decisions and actions
- Makes wise use of organizational resources and time in order to maximize the experiences for our athletes
- Seeks to incorporate athlete participation in non-sports roles

Be a TEAM player

25%

- Places team and organizational success before individual achievement
- Recognizes the needs and offers assistance without waiting to be asked, or encouraged to do so
- Shows appreciation and acknowledges the contributions of others

Be a CHANGE agent

25%

- Seeks opportunities for professional development and applies these learnings to work
- Accepts responsibility for actions, learns from experience and displays a willingness to accept feedback
- Looks for opportunities to improve processes and enlists help of others when needed.

Be a LEADER

25%

- Shares organizational and professional knowledge with co-workers and helps to onboard new team members
- Takes on new leadership opportunities with eagerness and enthusiasm
- Represents SOSC in a knowledgeable and professional manner

Total

100%

Requirements

JOB LEVEL RESPONSIBILITIES: Using established procedures and working under immediate supervision perform assigned tasks. Work is well defined with instructions provided. Enforces company policies. Works in multiple functional areas. Works on complex assignments under close guidance.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Associate's degree in business management/administration or equivalent
- 2-4 years of development experience. May include fundraising, special events, and/or sales, preferably in a nonprofit development environment
- 2-4 years data base management and accuracy,
- Experience working with volunteers and volunteer teams
- Knows and applies the fundamental concepts, practices and procedures of particular field of specialization

Skills and/or Abilities:

- Proficiency in using relevant technology, including Microsoft software including Word, Office, Excel and ability to learn additional software programs. Experience with Raiser's Edge preferred
- Excellent data entry skills and experience
- Excellent organization skills and strong attention to detail
- Ability to travel and to work evenings and weekends to meet job requirements
- Ability to multi-task and prioritize in a dynamic work environment
- Ability to maintain a high degree of confidentiality in how work is conducted
- Ability to be self-motivated and to work independently
- Ability to pass background screen.
- Strong customer service skills and friendly demeanor
- Strong oral and written communication skills
- Spanish language skills helpful, not required
- Have valid California driver's license and meet minimum California vehicle insurance requirements

PHYSICAL REQUIREMENTS:

The physical requirements 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and to use hands to finger, handle, or feel. The employee occasionally is required to stand, walk, reach with hands and arms, lift or carry up to 24 pounds, and lift overhead up to 24 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. This job requires occasional driving. Working from home is generally not allowed for this position.

COMPENSATION: Position is full-time, benefit eligible. Salary range is \$15.00 - \$18.00 per hour depending on relevant experience.

APPLY: Please send resume and cover letter to lbjobs@sosc.org.