



Job Title: Coordinator, Development (San Luis Obispo County, Santa Maria, Lompoc)

Department | Location: Northern Division - San Luis Obispo, CA

The **Coordinator, Development** is responsible for the coordination of local fundraising that includes corporate sponsorships, service group giving, and special events as assigned by the Director, Development. May also be involved with assisting Director, Development in stewarding major gifts donors. The Coordinator is also responsible for working with fundraising committees and assisting with local office operations.

Reports To: Director, Development (San Luis Obispo County, Santa Maria, and Lompoc)

Temporary Position: Office hours 8:00am – 5:00pm

Compensation: Position is full-time, temporary through **December 20, 2019**. NOT benefit eligible, salary range is \$18.00 - \$20.00 hour, depending on directly related experience.

Key Responsibilities

Law Enforcement Torch Run (LETR)

Coordinates all local Law Enforcement Torch Run activities including Tip-a-Cops, Torch Run route, fundraising events, and volunteer and athlete participation. Responsible for capturing and tracking contact information and actions within NXT, in support of Director, Development.

Fundraising / Events

Coordinates local fundraising events, including third-party fundraisers. Coordinate volunteers to activate locations during cause-marketing campaigns. Provides donor tracking, acknowledgement, event management and reporting for all fundraising events. Utilize templates and coordinate with Marketing & Communications on development of fundraising collateral materials (i.e. program books, corporate sponsorship packages, event invitations, flyers, signs and presentations), websites, and social media. Coordinate development calendar updates.

Donor Programs and Record Keeping

Coordinates local donor stewardship strategies including corporate sponsorships, grants, service group giving, and individual giving. Maintains efficient record-keeping using Raiser's Edge and NXT.

Volunteer Engagement

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 – Ensures proper onboarding of designated Development volunteers and interns. Support, Collaboration & Recognition – Assists 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.

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.

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:

- Minimum Associates degree or equivalent
- Two to four years of development experience. May include fundraising, special events, and/or sales
- 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:

- Excellent organization skills
- Strong oral and written communication skills
- Strong customer service orientation
- Strong problem-solving skills and initiative
- Able to work in a team environment
- Proficiency in using relevant technology, including Microsoft software including Word, Office, Excel and ability to learn additional software programs. Experience with Raiser's Edge a plus
- Ability to travel and to work evenings and weekends to meet job requirements
- Have valid California driver's license and meet minimum California vehicle insurance requirements
- Ability to pass background screen check of driver's license and criminal history

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. May not work from home except on a very limited basis with prior supervisory approval for each instance.

The noise level in the work environment is usually moderate. This job requires occasional driving.

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