Job Title: Coordinator, Office & Development

Department | Location: San Diego Region | CA

The Coordinator, Office & Development is responsible for providing clerical, database and development support for the San Diego County Regional office. The position reports to the Senior Manager, Development.

Reports To: Senior Manager, Development

Job Level: 2

KEY RESPONSIBILITIES

Development Responsibilities 50%
- Maintains constituent and donation information in Raiser’s Edge
- Enters donations into Raiser’s Edge and processes donor acknowledgements
- Supports fundraising campaigns as assigned
- Assists with Law Enforcement Torch Run (LETR) activities, including merchandise organization and distribution, and event preparation
- Orders, organizes, and manages all merchandise for Regional Competitions
- May assist at Regional Competitions as needed
- Enters all upcoming LETR and fundraising event dates into the SOSC Main Calendar

General Office Responsibilities 25%
- Answers incoming telephone calls, provides information and/or forwards calls to appropriate personnel or department, takes messages and delivers to staff when necessary
- Welcomes on-site visitors
- Serves as initial point of contact for inquiries, providing basic information regarding sports training and competition programs and calendars
- Prepares invoices for payment by posting account codes, obtaining approval signatures, mailing invoices to Chapter Finance, and saving copies
- Prepares and makes bank deposits, copies and mails batches to Chapter Finance Department
- Orders all office supplies as needed; coordinates repair/maintenance calls for office equipment such as photocopier, postage machine, office printers etc.
- Processes the mail
- Assure website accuracy, assist with Fan Mail and maintain social media accounts: Facebook, Instagram and Twitter
- Assists as needed with mass mailings; creation of event flyers and other general office duties

Individual Goals: (Internal) See employee feedback in Comments section of Threads. 20%
Volunteer Engagement

Recruiting & Cultivation
- Support cultivation by being on the lookout for volunteer and intern talent while also actively nurturing relationships with existing volunteers, interns and potential partnerships

Training & Orientation
- Ensures proper onboarding of designated Development volunteers and interns.

Support & Collaboration, Evaluation & Recognition
- Be readily available to volunteers/interns by responding in a timely fashion to inquiries and issues (in-person or remotely)
- Work with volunteers/interns to solve problems as they arise
- Express gratitude often to volunteers/interns, including the impact the volunteers made during their shift/term with the department

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%
**JOB LEVEL RESPONSIBILITIES:** Knows and applies the fundamental concepts, practices and procedures of particular field of specialization. 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. Contributes to and may be involved with Strategic Planning Critical Issue Team(s).

**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:**
- 2-4 years exp & AA degree
- 1-2 years of experience in database management, Raiser’s Edge preferred
- Basic knowledge of business administration and practice

**Skills and/or Abilities:**
- Proficiency in using computer equipment, accessing the internet, and using software, including Microsoft Word, Excel, PowerPoint, and Publisher. Raiser’s Edge experience a plus.
- Excellent data entry skills and experience
- Ability to multi-task and prioritize in a dynamic work environment
- Ability to maintain a high degree of confidentiality in how work is conducted
- Excellent organization skills and strong attention to detail
- Strong oral and written communication skills
- Ability to be self-motivated and to work independently within established procedures
- Strong customer service orientation
- Have valid California driver’s license and meet minimum California vehicle insurance requirements; ability to pass background screen check of drivers' license and criminal history

**PHYSICAL REQUIREMENTS:** We are an equal opportunity employer and encourage all qualified individuals to apply for open positions regardless of race, color, religion, sex, age, national origin, sexual orientation, qualified disability, marital, veteran or any other legally protected status.

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. The employee occasionally is required to stand, walk, lift or carry up to 24 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 not allowed.

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