

## Hands4Hope –Youth Making A Difference

JOB TITLE: Development Coordinator

**Job Purpose Statement/s:** Under general direction of the Executive Director the Development Coordinator supports Hands4Hope fundraisers, event planning, stakeholder communication, grant process, and community outreach. In addition, providing support to Executive Director, Staff, Marketing & Fundraising Committee for outreach to donors, fundraising events and appeals, marketing efforts including newsletters, website, email lists. The Development Coordinator interacts with staff, board members, donors, clients, business associates, vendors and volunteers, and must project a professional appearance and demeanor during all work-related activities and communications

### **Essential Job Functions:**

- Assist staff with community outreach, grant writing, annual giving campaign, major fund raising events, soliciting donors, sponsors and gifts in kind.
- Oversee Grant process -calendar, spreadsheet of current grants, due dates, report dates, thank you letters, etc.; finding new grants, keeping Executive Director informed on upcoming due dates, assist with report writing.
- Act as staff lead for Benefit dinner and Fall Festival.
- Lead National Day of Giving Campaign. Act as liaison with sponsoring organization.
- Manage financial reporting for major fundraisers/programs/events and projects as needed.
- Act as Salesforce Donor Management and Auctions/Events Administrator.
- Maintain spreadsheet/Salesforce database of sponsors: contact, start and end dates, recognition, communication.
- Assist in the development and implementation of public relations and marketing campaigns and materials for organization, programs, events, and fundraisers, including press advisories, releases, blog post, etc.
- Oversees social media communications and website maintenance—ensuring that new and consistent information (article links, stories, photos, and events) are posted regularly.
- Manages development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, annual report, e-newsletters, press releases, videos, and website.

### **Job Requirements - Qualifications:**

**Must have a deep commitment to community, to the development of young people (grades K-12), and to assisting those less fortunate.**

### **Qualifications:**

- Positive attitude, detail oriented, team player, eager to learn, and interested in mission of Hands4Hope – Youth Making A Difference.

- Experience with social media, writing for publications including email newsletters and grants, and special events planning preferred.
- Excellent written and oral communication skills (proper English usage, spelling, grammar, etc)
- Experienced and proficient user of MS Word, Excel.
- Experience with budget development and maintenance, especially with event management
- Two years prior experience with project management, preferably with a nonprofit organization
- Associate of Arts degree in Communication, Marketing, or related field or equivalent experience.
- Ability to maintain patient friendly professional demeanor when dealing with diverse community of volunteers, board members, staff, donors and others
- The ability to responsibly manage confidential and/or sensitive information.
- Models Hands4Hope's values at all times

**Abilities** to sit for prolonged periods of time; work independently, understand and carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.

**Licenses, Certifications, Bonding, and/or Testing Required:** If required to operate a vehicle during the course of employment, must possess a valid California Driver's License and evidence of insurability, Department of Justice fingerprint clearance.