

Sun Street Centers

Job Description

Position: Development Coordinator

Classification: Hourly

Grade: 8

Job Description:

Assist Sun Street Centers' Development Director in annual fundraising and marketing plan. This includes assistance in organizing and carrying out special events; writing newsletters, social media communication, and designing and updating website pages; writing thank you letters to donors and keeping track of gifts on a development database; grant research; and communicating effectively with programs, volunteers, and donors.

Principle Responsibilities:

The following responsibilities represent the essential functions of the position. An employee in this classification is responsible for carrying out the following functions:

1. Utilize and update donor database in partnership with accounting staff.
2. Reconcile donations in an online software and send thank you letters to donors.
3. Support "signature" special events for Sun Street Centers – may include some event publicity, and media relations.
4. Report on progress with annual fundraising plan to the Development Director, CEO, or Board.
5. Update and provide new content for Sun Street Centers' website, newsletters, events, and flyers.
6. Support board members and volunteers on fundraising committees by attending meetings, updating notes, and provide updates to the strategic planning documents for each group.
7. Participate cooperatively with program and operations staff to represent Sun Street Centers in the community.
8. Assure compliance of all policies and procedures for Sun Street Centers
9. Attend and participate in staff meetings and staff trainings, as required.
10. May perform other duties as assigned. This position requires some night and weekend availability.

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Minimum Qualifications:

An AA or bachelor's degree in Business, Communication, Administration **or** a related field and 1 year of administrative experience in Fundraising/Development, Marketing, Nonprofits, Grant Writing or Special Events. A combination of experience and education will be considered. Experience working with people in a social services setting is preferred.

Reports To: Development Director

Supervisory Responsibility: No

Required knowledge, Skills and Abilities:

1. Proficient in MS Word, Excel, and Power Point, Access; E-Tapestry, Bloomerang or other fundraising database.
2. Ability to interact effectively with diverse groups
3. Ability to communicate in a culturally competent and sensitive manner.
4. Strong written and verbal communications
5. Ability to analyze data and produce reports

Environmental Conditions:

An enclosed office environment. Time spent sitting, using a computer station, periods of intense concentration, using the telephone, paperwork. Time spent in meetings, travel to various work site locations and activities throughout the County. Outdoor activities and stamina for special events required. Some exposure to outdoor weather conditions.

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