



# DEVELOPMENT COORDINATOR

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**DEPARTMENT:** Resource Development  
**REPORTS TO:** Vice President of Resource Development  
**CLASSIFICATION:** Non-Exempt

**# OF HOURS:** Full-Time, 40 hrs  
**PAYRATE:** D.O.E.

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## **POSITION PROFILE:**

The Development Coordinator is responsible for providing internal administrative support as well as external relations support for a busy Resource Development Department in a San Diego multi-service agency with a \$20M annual budget. SAY San Diego is seeking a self-starting individual with strong skills in donor and grant prospecting research, written and verbal communications, teamwork and coordination with a wide range of program staff and external parties. The Department as a whole is focused on maintaining and increasing SAY's visibility in the community at large, as well as donor cultivation and acquisition, fund development with private and public entities, and ongoing community relations to benefit and support the mission and broad array of service programs.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Responsible for data management and reports on prospective and current donors, event revenue, and in-kind donations.
- Track grants agency wide, including submission, reports to funders, and keeping staff informed of pertinent deadlines; Assist with grant writing, editing, and packaging as needed.
- Write and produce general donor communications and oversee mailing and tracking of special campaigns.
- Assist the Department Vice President and other identified staff with preparing for and following up on meetings with donors and other external parties.
- Assist the department in all areas of the agency's communication process, including social media and blog posts, website updates, assignments on print and online projects, and more.
- Keep a forecasting record of identified funding needs, opportunities and goals using a 9-12 month planning cycle.
- Assist with the development of video, PowerPoint, photos, graphic and other materials for donor/external presentations.
- Assist the other members of the Department and the CEO with other resource development needs as required and requested.

## **QUALIFICATIONS (Education, Experience and Certifications):**

- Bachelor's Degree required and 2-3 years of professional work experience in fundraising, member relations, civic engagement, communications and/or related fields, preferably with a public affairs or non-profit group.
- Proficiency in Microsoft Office: Word, Excel, and PowerPoint. Preference for proficiency in fund development software or comparable database software. Basic familiarity with Adobe Creative Suite and Wordpress helpful.



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- Fundraising experience, specifically with government, foundations and individual gifts.
- Familiarity with and understanding of donors focused on vulnerable youth and family populations preferred.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to research and report on development prospects.
- Excellent interpersonal, written and verbal communications skills.
- Team player, willing to take initiative and find solutions.
- Solid organizational, time management, and multi-tasking abilities.
- Must have a mindset of service and caring for various agency stakeholders including donors, volunteers, board members, program participants, community members.
- Must represent SAY San Diego and the Resource Development Department in a professional manner including but not limited to professional dress, punctuality and communication skills.
- Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and able to provide professional leadership.

### WORKING CONDITIONS:

**ENVIRONMENT:** Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*