

Development Coordinator

Position Summary

The Development Coordinator plays a key supporting role in advancing the organization's fundraising, donor engagement, and community outreach efforts. This position works closely with the Executive Director to implement fundraising strategies, coordinate events, manage donor communications, and maintain accurate development records.

This is an excellent opportunity for someone looking to grow a career in nonprofit development and gain hands-on experience across multiple fundraising and community engagement areas.

Position Details

- Full-time, exempt
- Annual Salary Range: \$70,304.00 - \$75,000 (D.O.E.)

Key Responsibilities:

- Assist with individual giving campaigns, including annual and holiday appeals.
- Support donor communications and acknowledgment letters.
- Maintain and update donor database (e.g., DonorPerfect, Constant Contact, or similar CRM).
- Track gifts and donor interactions accurately.
- Researching grant opportunities.

Events & Community Engagement

- Coordinate logistics for fundraising and community events (e.g., luncheons, donor gatherings, annual events).
- Assist with event planning, including venue coordination, guest lists, materials, and follow-up.
- Representing the organization at community events, outreach opportunities, and presentations as needed.
- Support community engagement efforts and partnerships by attending and/or tabling countywide events.

Database & Reporting

- Maintain and update donor database (e.g., DonorPerfect, Constant Contact, or similar CRM).
- Ensure accurate entry of gifts, donor records, and interactions.
- Assist in generating reports for internal tracking and external stakeholders.
- Support data collection for annual reports, newsletters, and fundraising campaigns.
- Event attendee follow-up.

Board & Administrative Support

- Provide administrative support to development-related board activities.
- Attend board meetings and provide development-related updates.
- Support onboarding and engagement of board members in fundraising efforts.

Communications Support

- Assist with updates to the website and digital platforms.
- Support email campaigns and newsletters (e.g., Constant Contact)
- Help develop, maintain, and organize marketing collateral and donor communication materials.

Qualifications:

Required

- Bachelor's degree or equivalent professional experience in nonprofit development, communications, marketing, administration, or a related field.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects and meet deadlines.
- Proficiency in Microsoft Office (Word, Excel) and Google Workspace.

Preferred

- 3-5 years of experience in nonprofit development, fundraising, or related field.
- Familiarity with donor databases (e.g., DonorPerfect or similar CRM).
- Experience supporting events, campaigns, or community outreach.
- Basic knowledge of fundraising principles and donor relations.

Core Competencies

- Ability to work both independently and collaboratively.
- Exercises independent judgment in day-to-day tasks and project coordination, while working under the guidance of the Executive Director on strategic priorities and decision-making.
- Strong interpersonal and relationship-building skills.
- High level of initiative and reliability.
- Analytical and problem-solving abilities.
- Positive, flexible, and "can-do" attitude.

Additional Requirements

- Willingness to work occasional evenings and weekends.
- Successful completion of background and reference checks.
- Valid driver's license and ability to meet insurance requirements (if applicable).

How to Apply

Please submit a resume, cover letter, and 1–2 relevant writing samples (e.g., appeal letters, donor communications, or similar materials), and three professional references to hr@sbnbcc.org.

All qualified applicants will receive consideration for employment without regard to race; color; ancestry; national origin; religion/creed; sex/sexual orientation; gender; gender identity/expression, transition; political affiliation or beliefs; disability, medical condition, generic information, marital status; military/veteran status; pregnancy and conditions related thereto.; or any other characteristic protected by law (as defined by the California Fair Employment and Housing Act -- Government Code Section 12900-12996), except where such discrimination is based on a bona fide occupational qualification.