



Imagine waking up each morning knowing you are making a difference in the lives of vulnerable children. If this would inspire someone you know, we have an opening for a dynamic individual to join our team, and it might be just what they are interested in.

Variety – the Children’s Charity of the Desert is broadening its fundraising capacity to support expanding programs and services which enrich the lives of children with special needs and those living in economic disadvantage. We need a full-time Development Coordinator to support the continued development of major fundraising events, donor engagement, and other fundraising objectives. The Development Coordinator will have experience in event planning, donor development, and be comfortable representing the organization in the community. The role will lead fundraising success in major events and achieve revenue goals supporting our financial strength to continue serving children in need.

Highly qualified candidates for the position of Development Coordinator will be experienced and organized professionals who have creative ideas and knowledge which contribute to an enhanced fundraising strategy. The ability to build relationships, develop partnerships, collaborate with stakeholders, and meet revenue goals is essential. A proven history of supporting and empowering groups of people to accomplish a common goal is important as is being nimble and flexible to achieve cohesiveness and cooperatively achieve goals in a team setting.

If you know someone seeking a new professional challenge, please have them contact us. We are looking for candidates who are passionate about serving the community through their professional capacity and bring to our team the capacity to help promote our fundraising strategy while engaging the community. We are seeking the best qualified to join our team – our children deserve nothing less!

Development Coordinator - 1 Immediate Full-Time Opening
Palm Desert, CA

Salary and Benefits

From \$33,280 (depending on experience)

Benefits include paid holidays, paid time off, and cell phone reimbursement.

Job description attached. Background checks will be conducted.

Apply by forwarding cover letter, resume and three professional references to variety@varietyofthedesert.org

Applications will be reviewed as received and the position will remain open until filled.

Development Coordinator

Description

The Development Coordinator supports fundraising at Variety – the Children’s Charity of the Desert in support of the children and families we serve across the Coachella Valley. The Development Coordinator works with the Executive Director, and appropriate Board and volunteer committees to progressively build the organizations fundraising capacity. The Development Coordinator plans, organizes, and executes cost-effective fundraising events, develops relationships with key donors, and engages business and corporate entities for sponsorships. Additionally, this position assists in the evaluation and building of a fundraising program to reach income targets.

Qualifications

The Development Coordinator must appreciate the need for programs in support of children with special needs and/or facing the challenge of disadvantage. Qualified candidates will demonstrate the following:

- Excellent organizational and communication skills in English
- Capable of working with diverse populations, maintaining a professional demeanor, and discretion when dealing with confidential information
- Possess decision-making and problem-solving skills, and the ability to organize time, thoughts, and energy
- Proficient working knowledge of Microsoft Office (Outlook, Word, Excel) and related computer software
- Valid California driving license and reliable insured transportation required
- Ability to travel region wide and attend events and activities during the evening and weekends as scheduled

Physical Requirements

This position requires the ability to do the following: stand, walk, sit, bend, and reach above and below shoulder level. Involves frequent repetitive motion (typing, filing, etc.). Frequent speaking, listening to clients, staff, and other professionals in meetings and on the phone. Occasional lifting, carrying, and loading/unloading materials used for presentations and events.

Primary Duties and Responsibilities

1. Coordinate Fundraising Events

- a. Successfully coordinate, develop, implement, and manage fundraising events as assigned
- b. Develop and maintain a planning calendar for all donor-related fundraising, cultivation, and stewardship events, receptions, and gatherings for donors, community members, and prospects
- c. Create and maintain event check list, timeline, and communications calendar for each event
- d. Serve as the primary staff member and point of contact for assigned events and interface with all constituents to produce high quality events for guests
- e. Coordinate planning and progress meetings with committee members, staff and others involved in organizing and working the event
- f. Manage and coordinate the following aspects of each event: guest registration, payment collection, entertainment, menu, seating, guest relations, rentals, light, room reservations, IT/AV needs, set up, parking, photographer/videographer, raffles, auctions, post-event evaluations and strategies, and any other details as directed
- g. Secure in-kind donations, media sponsors, and underwriting to reduce the event cost
- h. Proactively monitor quality and consistency of events operations, and respond promptly with adjustments by planning for potential scenarios that could impact the integrity of the event
- i. Communicate with event sponsors, manage event registrations, and work with event leadership to ensure the completion of a successful event
- j. Evaluate the success of event afterwards and offer recommendations for improvement

2. General Fundraising Support

- a. Accurately manage donor information, produce accurate donation receipts, process database queries, and extract reports as needed
- b. Steward and develop prospects and donors as assigned including conducting private tours
- c. Other general fundraising support related to responsibilities necessary to accomplish fundraising objectives as assigned

3. Other Responsibilities

- a. Attend community events and represent the organization
- b. Other duties as required by the Executive Director

Required Education and Experience

This position requires an associate degree or higher in a related field including business administration, sales, or marketing with preference for a bachelor's degree. A minimum of 3 years related experience in development or business with emphasis on administrative skills and customer service is required, and experience in a nonprofit is preferred. Proficiency with technology is necessary as is excellent oral and written English Language skills. Proficiency in the Spanish Language is preferred.

Position Type Development

May 2022