



## **Development Coordinator**

**Location:** San Diego, CA

**Pay:** The pay for this position is \$30.00 to \$30.00

**Schedule:** Monday – Friday | 8:30 AM – 5:00 PM

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### **Who You Are**

The Arc of San Diego is hiring! We are looking for a relationship-driven and highly organized [Development Coordinator](#) who is passionate about fundraising, storytelling, and community impact. This role plays a key part in supporting our fundraising efforts, building donor relationships, and driving mission-driven engagement.

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### **Key Responsibilities**

- Support fundraising goals, campaigns, and development strategies
  - Research and identify donor and grant opportunities
  - Write and submit grant proposals and donor communications
  - Assist with fundraising events and campaigns
  - Build and maintain donor relationships and stewardship efforts
  - Create content (appeals, newsletters, social media, blogs)
  - Track donor data, run reports, and maintain database accuracy
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### **What Success Looks Like**

- Meeting fundraising and campaign goals
- Growth in donor engagement and relationships

- Strong grant submissions and reporting
  - Effective, well-executed events and campaigns
  - Accurate data tracking and compelling storytelling
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## **Requirements**

- Bachelor's degree
- 1–2 years related experience
- Strong writing skills (grant writing preferred)
- Excellent organization and communication skills
- Microsoft Office proficiency; database experience preferred (Raiser's Edge a plus)

The Arc of San Diego is an Equal Opportunity Employer. We have a strict policy against harassment and retaliation of any type and are dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Our goal is to provide a work environment free from discrimination, harassment, and retaliation as well as other disrespectful or other unprofessional conduct based on any protected class or any combination of two or more protected classes: race (including natural hairstyles and hair texture), color, religion (including religious dress and grooming practices), national origin (including language use restrictions), age (40 and over), legally protected medical condition (including cancer and AIDS/HIV), physical or mental disability, marital and domestic partner status, sex (including sex stereotypes and pregnancy, childbirth and related medical conditions), sexual orientation, reproductive health decision making, ancestry, genetic information/ characteristics, gender, gender identity, gender expression, transgender, military and veteran status, known status as a victim of domestic violence, sexual assault, stalking or of certain violent crimes, or whose covered family member is a homicide victim, enrollment in a public assistance program, off duty and off-site cannabis use or any other characteristic or activity protected by law.

We also prohibit discrimination, harassment, retaliation, disrespectful or unprofessional conduct based on the perception that anyone has any of the above characteristics or is associated with a person who has or is perceived to have any of those characteristics.

**The Arc of San Diego is a federal subcontractor and shall abide by the requirements of 41 CFR 60-1.4(a), 60- 300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals on their race, color, religion, sex, sexual orientation, gender identity or national origin, and for inquiring about, discussing or disclosing compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.**

The Arc of San Diego will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified candidates with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If candidates need assistance to perform their job duties because of a physical or mental condition, they should contact their Supervisor or Human Resources.