



JOB TITLE: Development Coordinator	GRADE: 17	FLSA CODE: Non-Exempt
REPORTS TO: Philanthropy Manager		APPROVED: JL

SUMMARY

The Development Coordinator plays a vital role in supporting the philanthropy team across all aspects of fundraising, including event planning, donor relations, and other fundraising initiatives. This position involves coordinating multiple community and fundraising events, as well as providing support for donation management. The ideal candidate will be highly organized, detail-oriented, and an effective communicator, with experience using various fundraising platforms to help enhance the team’s success.

The Elizabeth Hospice is San Diego’s oldest non-profit hospice of 45 years. We are growing and looking for talented individuals to join our high performing team and support our mission. We serve all of San Diego County and South Riverside County with multiple hospice office locations.

Our Mission: To enhance the quality of life for those nearing the end of life’s journey and for those who grieve.

Work Schedule: Monday through Friday, 8:00 a.m.-5:00 p.m. occasional evenings and weekends are required
Salary: \$26.00-\$30.00 hourly. Subject to experience and qualifications.
Work Location: Escondido, CA
Travel: May be required for events.

JOB DUTIES/KNOWLEDGE/JOB PERFORMANCE

1. Assists with all aspects of event planning, including vendor management, venue selections, event setup and teardown, and coordination of event activities.
2. Develops timelines for event logistics and registration.
3. Coordinates event staff and volunteers, including but not limited to, staffing, recruitment, supervision, training, and acknowledgement.
4. Responsible for solicitating, tracking, and packaging auction items and prizes. Oversees the setup of auction at the event.
5. Acknowledges all auction donors in a timely matter.
6. Handles RSVP tracking and guest communication, ensuring all attendees are properly confirmed and accounted for.
7. Assists with invitation preparation, distribution, and follow-up with printer to ensure timely responses.
8. Helps track event budget and expenditures.
9. Creates donor lists using donor database for events and direct mail solicitations (both mail and email).
10. Works with bereavement staff to create family/client lists for event and direct mail solicitations (both mail and email).
11. Provides support for donation tracking, including entering donation data, processing gifts and managing donor lists.

Development Coordinator

12. Integrate event and donor databases to ensure all donations are properly accounted for, including in-kind donations, registrations, donations, and auction.
13. Assists in preparing and distributing acknowledgment cards and thank you letters to donors.
14. Maintains complete and accurate records of donor contacts and ongoing communication with donors and prospects via database.
15. Works with the Development Operations Officer to ensure donors are recognized and acknowledged properly.
16. Partners with staff, volunteers and appropriate resources as needed to meet department objectives.
17. Participates in developing and implementing marketing plans and materials for direct mail and events.
18. Performs other job-related duties as assigned.

QUALIFICATIONS

1. Strong organizational and time management skills with the ability to handle multiple tasks and meet deadlines.
2. Familiarity with Raiser's Edge, Greater Giving, Constant Contact or similar platforms.
3. Detail-oriented and able to maintain accurate and up-to-date records.
4. Strong written and verbal communication skills.
5. Ability to work collaboratively with colleagues, vendors, volunteers, and donors.
6. 3+ years of experience in event coordination or fundraising preferred.