

Development Coordinator

Reports to: Director of Institutional Advancement

Employment Type: Full-Time, Non-Exempt; primarily on-site

Salary Range: \$26 - 28, hourly

Forever Balboa Park is the nonprofit conservancy dedicated to enhancing and helping maintain all 1,200 acres of Balboa Park. From caring for the Park's gardens and urban forest to greeting thousands of guests at the Visitor's Center and info booths daily, our staff and hundreds of volunteers work year-round to ensure Balboa Park remains a natural source of wonder for all who visit.

Position Summary:

We are seeking a highly organized, collaborative, and proactive Development Coordinator to join our Institutional Advancement team. This position plays a key coordinating role across the philanthropy team, helping organize projects, support donor relationships and the Membership program, and keep fundraising initiatives moving forward.

Working closely with the Director of Institutional Advancement and the broader Institutional Advancement team, the Development Coordinator helps ensure the team operates efficiently while delivering an exceptional donor experience. This role is ideal for an emerging fundraising professional who is curious, proactive, and eager to build a broad foundation in nonprofit philanthropy while contributing to the success of one of San Diego's most treasured public spaces.

The successful candidate will gain meaningful experience across annual giving, donor stewardship, development operations, grants administration, fundraising events, digital engagement, and gift processing, creating a strong foundation for a career in nonprofit fundraising.

Key Responsibilities**Philanthropy Operations & Project Coordination**

- Serve as the central coordinator for projects and initiatives across the Institutional Advancement team.
- Maintain fundraising calendars, project timelines, and departmental priorities to ensure initiatives remain on schedule.
- Coordinate donor meetings, internal planning meetings, and cross-functional communications.
- Prepare agendas, briefing materials, reports, presentations, and follow-up action items for leadership and Board committees.
- Manage vendors, invoices, contracts, and administrative logistics that support fundraising activities.
- Identify opportunities to improve departmental processes and operational efficiency.

Fundraising & Donor Stewardship

- Coordinate Membership activities, recognition efforts, and timely follow-up to support meaningful donor stewardship.
- Prepare donor briefing materials and prospect research to support cultivation and solicitation efforts.
- Assist with implementation of annual giving campaigns, corporate partnerships, grants administration, stewardship initiatives, and other fundraising projects.
- Monitor grant proposal and reporting deadlines while coordinating supporting documentation.

Donor Engagement & Events

- Partner with the Special Events Manager to organize logistics for donor cultivation, stewardship, and fundraising events.
- Manage invitation lists, RSVPs, guest communications, event materials, and post-event stewardship activities.
- Prepare guest profiles, briefing materials, and reports that support successful donor engagement.

Team Collaboration

- Partner with the Database Specialist with gift processing and reconciliation, donor acknowledgements, data verification, and fundraising reporting.
- Collaborate with the Digital Engagement Manager to coordinate fundraising campaigns and stewardship communications.
- Gather program information and impact stories from staff to support donor communications and grant reporting.
- Other duties as assigned.

Qualifications and Skills

- One to three years of relevant professional or internship experience in nonprofit organizations, project coordination, customer service, communications, hospitality, or a related field.
- Exceptional organizational, project management, and time management skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities with accuracy, professionalism, and attention to detail.
- Strong interpersonal skills with a collaborative approach and a commitment to discretion, diplomacy and persuasion in dealing with donors.
- Proficiency with Google Suite and the ability to learn new technology platforms.

Preferred Skills:

- Experience in nonprofit fundraising, donor relations, or event coordination.
- Experience coordinating projects involving multiple stakeholders.
- Familiarity with CRM or fundraising database systems.

- Passion for parks, public spaces, conservation, arts and culture, or community engagement.

How to Apply

Interested candidates should submit a resume and cover letter detailing their qualifications and relevant experience to Diane Lincoln at diane@balboapark.org.

Forever Balboa Park is an equal opportunity employer. Forever Balboa Park is committed to providing an inclusive and welcoming environment for all members of its staff, visitors, volunteers, subcontractors, vendors, and donors. We do not and shall not discriminate on the basis of race, color, religion, creed, gender identity, gender expression, age, national origin or ancestry, disability, marital status, sexual orientation, or military status, in any of our activities or operations. These activities include but are not limited to hiring and firing of staff, selection of volunteers and vendors, and provision of services. We will take Affirmative Action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant.