

Salary Range: \$22-\$25 per hour

Link to apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=234cedcd-dca4-4cfa-a8ce-3e5f53d8fea5&cclid=19000101_000001&jobId=445980&lang=en_US&source=EN

OVERVIEW: Founded in 1979 in direct response to rising rates of hunger and homelessness in North San Diego County, Interfaith Community Services works to break the cycle of poverty and homelessness by *Helping People Help Themselves*. Interfaith is the most comprehensive social services agency in North County, providing both immediate safety net services and long-term, life-changing programs designed to meet the holistic needs of people in crisis. Together, in partnership with 200+ diverse faith communities, more than 650 recurrent volunteers, and a growing staff of over 200, Interfaith provides a safe haven and pathway towards self-sufficiency for more than 20,000 community members annually.

JOB SUMMARY:

The Development Coordinator works in collaboration with Development department staff, donors, and volunteers, along with all other programs in the agency to develop, create, and implement fundraising strategies. This position will provide a variety of professional duties related to fundraising activities with special focus on annual giving and donor relations. These include maintaining donor databases, developing and implementing direct mails, mass mailings, invitation mailings, specialized annual giving campaigns, effective acknowledgement and recognition of donors. This position will be responsible for developing and maintaining effective working relationships with donors, volunteers and the community; nurturing their connection to the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following duties and responsibilities are those considered to be essential but do not represent all job functions that may be required to be performed by this position. Other comparable duties and responsibilities may be assigned as needed.

- Establish and cultivate relationships with donors of all types and appropriately move forward towards asking for charitable gifts
- Plan, create, implement and evaluate all annual giving activities
- Leads process of list development, materials, printing, mailing, and evaluation of departmental mailings, including mass mailings, direct mail campaigns and invitations
- Leads creation of acknowledgement, thank you letters, correspondence, and recognition of donors
- Works closely with the communications team to identify and support fundraising needs integrated in all communications and marketing materials
- Manages systems that track gifts including checks, credit cards, online gifts, matching gifts, recurring donations and in-kind gifts related to the assigned annual giving activity
- Regularly updates actions/ activities in the donor database and supports maintaining the integrity of the data
- Pulls lists and prepares various donor reports from database for analyses and mailings related to annual giving and special event activities

- Writes and reviews donor proposals
- Collaborates with development staff to ensure completeness and accuracy of donor data and funds raised
- Initiates contact and follows up with individual donors and prospects in collaboration with other Development staff, CEO, and volunteers, as appropriate
- Performs additional duties as assigned

EXPERIENCE / EDUCATION

- Bachelor's degree in related field preferred
- 2+ years of prior development experience preferred
- Knowledge of donor databases preferred

EMPLOYMENT BENEFITS

- Paid Time Off – Three weeks to start!
- Paid Holidays – 13 scheduled
- Flexible Work Schedules
- Medical, Dental, and Vision Insurance
- AD&D / Group Life Insurance
- Flexible Spending Accounts – Medical and Dependent Care
- Matched 401(k) Retirement Plan
- Early Release Days!
- Work Anniversary Bonuses
- Tuition Reimbursement and Public Service Loan Forgiveness Eligibility
- Employee Assistance Plan (EAP)
- Home Ownership Assistance Program
- Casual Work Environment
- Professional Growth and Career Development Opportunities

Interfaith is an equal opportunity employer. Qualified applicants will be considered without regard to age, race, creed, color, national origin, ancestry, religion, pregnancy, marital status, affectional or sexual orientation, gender identity or expression, genetic information, disability, nationality, sex, veteran status, or any other characteristic protected by federal, state or local law. In addition, Interfaith will provide reasonable accommodations for qualified individuals with disabilities.