



EXCELLENCE

Job Title: Development Coordinator

Position Type: Full Time

Salary Range: \$23.14 – \$26.50 Hourly

Description:

The YMCA of Orange County has a Development Coordinator position open at our Association Office in Tustin. Under the direction of the Chief Marketing & Communications Officer, the Development Coordinator provides essential support for fundraising operations, donor stewardship, and volunteer support across the YMCA of Orange County. This position is responsible for supporting the development team's daily activities, including database management, donor communications, grants coordination, and administrative support.

Key Responsibilities:

Annual Campaign Coordination

- Lead the planning, implementation, and tracking of the YMCA's Annual Campaign.
- Develop campaign materials, timelines, and communication strategies.
- Monitor campaign progress, prepare reports, and ensure timely follow-up with donors and volunteers.
- Support campaign kickoff events, recognition activities, and victory events.
- Support the recruitment, onboarding, and training of campaign and event volunteers.

Fundraising Support

- Assist in the execution of capital campaigns and special fundraising initiatives.
- Coordinate logistics for donor events, stewardship activities, and community outreach efforts.
- Prepare donor acknowledgment letters and ensure timely recognition.

Database Management

- Maintain accurate and up-to-date donor records in the CRM system
- Generate reports and analyze donor data to support fundraising strategies.

Grant Coordination

- Research prospective funding opportunities from foundations, corporations, and government sources.
- Assist in drafting, editing, and submitting grant proposals and reports.

Volunteer Coordination

- Serve as a primary point of contact for volunteers, providing guidance, resources, and recognition.
- Maintain volunteer records and schedules to ensure effective engagement and participation.
- Collaborate with program and membership staff to identify volunteer needs and opportunities.

Communications & Marketing

- Collaborate with the marketing team to create donor-focused content for newsletters, social media, and the website.
- Support the development of campaign materials and donor impact stories.

Administrative Support

- Provide administrative support to the Development Department, including scheduling meetings, preparing materials, and managing correspondence.
- Track and manage development-related expenses and budgets.
- Perform other duties as assigned



Education & Certification:

- Bachelor's degree, BA, MA, MS or MPH or equivalent combination of education, training and experience from which comparable skills can be acquired. Preferably in marketing, communications and/or fundraising.



Experience &. Background:

- Education or equivalent training in fundraising, annual giving, donor cultivation, and marketing.
- Detail-oriented.
- Ability to function independently and intuitively in a fast-paced environment.
- Exceptional customer service skills.
- Self-motivated, takes initiative, and is willing to acquire new skills.
- Willingness to work in a collaborative environment with coworkers.
- Proven ability to deal in a professional and cordial manner with the public.
- Ability to manage confidential information and maintain its integrity
- Ability to quickly identify and resolve problems.
- Strong logic and reasoning skills to identify strengths and weaknesses of alternative solutions and approaches to issues as they arise.
- Ability to compile and maintain records.
- Ability to analyze and synthesize data from multiple sources and present the resulting information in a clear summary.
- Strong computer skills.
- Adept in prioritizing, competing, time sensitive projects and deadlines.
- Proficiency in donor databases, online giving, and event systems preferred.
- Experience and passion for building donor relationships and 'making the ask' for gifts.



Application can be submitted using the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=279996&clientkey=7CAC74304E2E1F3978B68FDDBD02DB69>