



## ABOUT THE COMPANY

**Founded:** 1981

**Mission:** To strive for equity for our youth by valuing and supporting the life they envision.

**Values:** Trust, Respect, Empathy, Inclusion, & Advocacy

## JOB DESCRIPTION

**Position Title:** Development Operations Coordinator

**Employment Classification:** Full-time; Hourly; Non-Exempt

**Salary Range:** \$27–\$32 per hour

**Reports to:** Director of Development Operations

**Department:** Development

**Position Summary:** The Development Operations Coordinator plays a vital role in supporting fundraising efforts at Orangewood Foundation and Samuelli Academy. Reporting to the Director of Development Operations, this position combines administrative and database responsibilities to keep donor records accurate, systems running smoothly, and the team organized. From managing Raiser's Edge data and event tracking to assisting with reporting, stewardship, and day-to-day coordination, this role helps drive strategy and strengthen donor relationships. The ideal candidate is detail-driven, tech-savvy, and comfortable handling both behind-the-scenes work and external communications with donors, vendors, and staff.

### Major Areas of Responsibility:

- Serve as the primary administrator for Raiser's Edge NXT, managing donor records, gift tracking, and financial data to ensure accuracy and integrity.
- Create and maintain custom fields, attributes, and codes to support fundraising segmentation, campaigns, and donor strategies.
- Collaborate with Finance and Development teams to process donations, invoices, and monthly reconciliations using Financial Edge.
- Prepare and manage data imports and exports across platforms, including Constant Contact, Greater Giving, CauseVox, and Excel, to support emails, events, and fundraising reporting.
- Support donor and prospect research, list segmentation, and reporting to strengthen fundraising efforts and stewardship activities.
- Liaise with external vendors and technology providers to troubleshoot issues, maintain integrations, and streamline systems used by the development team.

- Coordinate logistics and materials for team meetings and assist with internal operations to support smooth development workflows.

#### **Knowledge, Skill, and Experience Requirements:**

- Bachelor's degree preferred; relevant experience in nonprofit development or data operations may substitute.
- Experience working with donor or CRM databases; familiarity with Raiser's Edge and Raiser's Edge NXT is preferred.
- Proficient in Microsoft Office Suite; strong Excel skills required for data management.
- Maintain discretion and professionalism when working with confidential donor and organizational information.
- Willingness to work occasional evenings and weekends for events or deadlines.
- Possess a valid California driver's license and proof of automobile insurance. Position requires DMV clearance.
- Pre-employment screenings include criminal background check, FBI/DOJ fingerprinting, TB test, drug screen, and previous employment verification.
- A Plum.io assessment is a required part of the application process, and your application will be received after submitting your application. Visit this link to learn more <https://www.plum.io/about>

#### **Essential Qualities:**

- Understanding of and passion for the Foundation's mission, vision, and values.
- Enjoys working directly with youth, volunteers, community partners, etc.
- Passion for and enjoys working directly with TAY population.

#### **Working Environment/Physical Requirements:**

- Position may require use of personal vehicle. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 50 lbs. (i.e. tables, chairs, food, water, etc.).
- Modification to work schedule may be made based on needs of the Foundation.

**To apply please visit:** <https://recruiting.paylocity.com/Recruiting/Jobs/Details/3289279>

*Orangewood Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race (including hair texture and protective hair styles such as braids, locks, and twists), religious creed (including religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity (including individuals who are transgender and/or transitioning), gender expression, age, sexual orientation, reproductive health decision-making, military and veteran status, or any other protected group, in accordance with all applicable federal or State laws.*