

Job Title: Coordinator, Development (Kern)

Department | Location: Northern Division - Bakersfield CA

The **Coordinator, Development** is responsible for the coordination of local fundraising that includes corporate sponsorships, service group giving, and special events as assigned by the Senior Director, Development. May also be involved with assisting Senior Director, Development in stewarding major gifts donors. The Coordinator is also responsible for working with fundraising committees and assisting with local office operations.

Reports To: Senior Director, Development

Job Level: Level 2

Key Responsibilities

Law Enforcement Torch Run (LETR)	40%
Coordinate all local Law Enforcement Torch Run activities including Tip-a-Cops, Torch Run route, fundraising events, and volunteer and athlete participation. Serve as primary contact for law enforcement agencies in Kern County. Responsible for capturing and tracking contact information and actions within NXT.	
Fundraising / Events	15%
Coordinate local fundraising events, including third-party fundraisers. Coordinate volunteers to activate locations during cause-marketing campaigns. Utilize templates and coordinate with Marketing & Communications on development of fundraising collateral materials (i.e. program books, corporate sponsorship packages, event invitations, flyers, signs and presentations), websites, and social media. Coordinate development calendar updates.	
Donor Programs and Record Keeping	10%
Coordinate local donor stewardship strategies including corporate sponsorships, grants, service group giving, and individual giving. Maintain efficient record-keeping using Raiser's Edge and NXT. Provide donor tracking, acknowledgement, and reporting for all fundraising activity.	
Volunteer Engagement	10%
<u>Recruiting & Cultivation:</u> Identifies potential volunteers and interns, nurtures existing relationships, and promotes volunteer and internship opportunities. Identifies prospective volunteers for committee membership. Conducts secondary screenings of volunteers and interns for cultural and positional fit.	
<u>Training & Orientation:</u> Ensure proper onboarding of designated Development volunteers and interns.	
<u>Support, Collaboration & Recognition:</u> Assist in staffing and supporting designated councils and committees. Communicates regularly with designated volunteers and interns regarding assignments. Collaborates with volunteers and interns to address challenges and capitalize on opportunities. Maintains a log of volunteer and intern achievements for recognition purposes.	
General Office Responsibilities	5%
Respond to general questions about the organization; provides callers with addresses, directions and information about fundraising events. Monitors office equipment (including copiers) and maintains supplies and schedules maintenance as needed. Receive, sort and distribute all incoming mail and update the checks received spreadsheet with all daily donations.	
Individual Goals: (Internal) See employee feedback in Comments section of Threads.	20%
Total	100%

CORE VALUES

Be ATHLETE centric	25%
<ul style="list-style-type: none">• Lets the interests of the athletes drive daily decisions and actions• Makes wise use of organizational resources and time in order to maximize the experiences for our athletes• Seeks to incorporate athlete participation in non-sports roles	
Be a TEAM player	25%
<ul style="list-style-type: none">• Places team and organizational success before individual achievement• Recognizes the needs and offers assistance without waiting to be asked, or encouraged to do so• Shows appreciation and acknowledges the contributions of others	
Be a CHANGE agent	25%
<ul style="list-style-type: none">• Seeks opportunities for professional development and applies these learnings to work• Accepts responsibility for actions, learns from experience and displays a willingness to accept feedback• Looks for opportunities to improve processes and enlists help of others when needed.	
Be a LEADER	25%
<ul style="list-style-type: none">• Shares organizational and professional knowledge with co-workers and helps to onboard new team members• Takes on new leadership opportunities with eagerness and enthusiasm• Represents SOSC in a knowledgeable and professional manner	
Total	100%

Requirements

JOB LEVEL RESPONSIBILITIES: Using established procedures and working under immediate supervision, perform assigned tasks. Work is well-defined with instructions provided. Enforces company policies.

QUALIFICATIONS: 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.

Education and/or Experience:

- Minimum Associates degree or equivalent
- Two to four years of development experience. May include fundraising, special events, and/or sales
- Experience working with volunteers and volunteer teams
- Knows and applies the fundamental concepts, practices and procedures of particular field of specialization

Skills and/or Abilities:

- Excellent organization skills
- Strong oral and written communication skills
- Strong customer service orientation
- Strong problem-solving skills and initiative
- Able to work in a team environment
- Proficiency in using relevant technology, including Microsoft software including Word, Office, Excel and ability to learn additional software programs. Experience with Raiser's Edge a plus
- Ability to travel and to work evenings and weekends to meet job requirements
- Have valid California driver's license and meet minimum California vehicle insurance requirements
- Ability to pass background screen check of driver's license and criminal history

PHYSICAL REQUIREMENTS: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and to use hands to finger, handle, or feel. The employee occasionally is required to stand, walk, reach with hands and arms, lift or carry up to 24 pounds, and lift overhead up to 24 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May not work from home except on a very limited basis with prior supervisory approval for each instance.

The noise level in the work environment is usually moderate. This job requires occasional driving.

COMPENSATION: Position is full-time, benefit eligible. Salary range is \$15.00 - \$18.00 per hour depending on relevant experience.