

**Senior Development Coordinator**

EduCare Foundation is a thriving, expanding educational non-profit organization, founded in 1990, whose mission is “to inspire and empower young people to become responsible citizens, compassionate leaders, and to live their dreams”. EduCare provides high quality, heart-centered after school enrichment and youth development programs, parent workshops, and professional development seminars in low economic communities.

EduCare’s annual budget is $6.0M and growing. The Senior Development Coordinator will be responsible for coordinating fundraising strategies for philanthropic support to meet and exceed annual fundraising goals. He/she will be committed to EduCare’s achieving its annual fundraising goals: to diversify its funding base, and to increase funding through building relationships with individual donors, foundations, and corporate funders. The Development Coordinator will also help develop strategic marketing and communications plans in collaboration with EduCare’s Communications Consultant.

This position is an exciting opportunity for an ambitious, self-starter who is passionate about education, young people, and youth development. We are looking for someone who wants to be part of a team dedicated to making a difference in the lives of youth and those who care and serve them.

The **Senior Development Coordinator** position will work as part of the Fund Development team. He/she will work closely with EduCare's President as well as the Board Fund Development Committee and the Communications & Marketing Consultant.   
  
**Essential Responsibilities**:

* **Fund Development/Marketing**- assist in managing donor and foundation relations, including: coordinate donor appeals and donor database maintenance and reports; participate in EduCare’s Grants Committee and work closely with our grant writer in doing research and pursuing diversified grant goals; track grants deliverable forms, follows-up & research as needed; assist with tracking and compiling donor acknowledgements and thank you letters; track in-kind donations and handle acknowledgement using Salesforce; assist with grant acknowledgement letters; assist in the creation of segmented mailing lists for direct mail fund appeals; recruit and maintain volunteers and/or interns as needed for fund development and communications.
* **Communications Department**- assist with management and collection of content/media (photos, videos, etc.); prepare and maintain marketing materials and supplies (in house printing; re-orders); assist with special projects as needed (signage, AS Websites, SEO, research); assist in the writing and editing of marketing and communications; Salesforce administration (additions and deletions to business account), troubleshooting issues; and update and manage Guidestar website.
* **Serves as Liaison with Board of Directors**- communicate updates and announcements to the Board; schedule and attend meetings, take notes/minutes, update forms, etc.; coordinate preparation for meetings; assist in coordinating support for grantor/partner events and follow-up.

There will be times when he/she will be responsible for new projects or initiatives assigned by the President.

**Duties:**

* Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
* Use computers for various applications, such as database management or word processing (Excel, Gmail, Zoom).
* Create, maintain, and enter information into databases.
* Operate office equipment, such as fax machines, copiers, or phone systems.
* Schedule and confirm appointments for clients, customers, or supervisors.
* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Qualifications:**

* Bachelor’s degree or equivalent experience required.
* A minimum of 2-3 years non-profit experience; fund development experience preferred.
* Experience preferred in educational or youth-related non-profits.
* Willing to design and implement effective strategies and coordinate donor appeals, individual donor/prospect outreach, and specialized fundraising campaigns.
* Experience coordinating online and social media-based fundraising campaigns preferred.
* Experience effectively using donor databases reporting, and analytics (Blackbaud, Salesforce etc.).
* Strong oral and written communication skills required.
* Adept in computer and computer software usage, including Apple products.

**Competencies:**

**Job Knowledge -** Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

**Use of Technology -** Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity.

**Project Management -** Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

**Customer Service -** Manages difficult or emotional stakeholder situations; responds promptly to stakeholder needs; solicits stakeholder feedback to improve service; responds to requests for service and assistance; meets commitments.

**Communications -** Expresses ideas and thoughts well verbally; expresses ideas and thoughts well in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

**Oral Communication -** Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

**Teamwork -** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

**Written Communication -** Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

**Problem-Solving Skills -** solves problems when they occur with staff, scheduling, technology, office equipment and issues that may arise. Works well with vendors.

**Ethics -** Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

**Organizational Support -** Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

**Adaptability -** Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Personal Appearance -** Dresses appropriately for position; keeps self well groomed.

**Attendance/Punctuality -** Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Dependability -** Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative -** Looks for and takes advantage of opportunities; asks for and offers help when needed.

**Judgment** - Exhibits sound and accurate judgment.

**Quality -** Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

**Other Skills and Abilities:** Aligned with EduCare's mission, self-motivated, good listener, clear communicator, can get work done through others, positive focus and outlook, willingness to learn and excellent organizational and time management skills.

**Other Qualifications:** Must be willing and able to travel to multiple locations throughout the Los Angeles area for trainings, meetings, etc. on an as needed basis. Prior to the start date, EduCare needs to receive the incumbent’s Live Scan (fingerprinting) background check, and proof of Tuberculosis Test within 60 days of hire date. Incumbent must also secure and maintain a CPR/First Aid certification and attend annual Risk Management Training.

**Benefits:**Medical Insurance, Vision Insurance, Dental Insurance

**Job Type:** Full-time

**Salary:** $23.00 to $26.00 /hour

***Interested candidates can apply by submitting a resume with a cover letter to***[***HR@educarefoundation.com***](mailto:HR@educarefoundation.com)***. If you have any questions, please email***[***HR@educarefoundation.com***](mailto:HR@educarefoundation.com)***. \*No telephone inquiries, please.\****