

Job Description

Job Title: Development Coordinator

Date:

Name:

Status: FT, exempt

Department: Development

Division: Administration

Supervisor: Development Manager

Supervises: N/A

Job Summary:

The Cedars of Marin provides programs for adults with developmental disabilities by cultivating their interests, skills and independence to live creative, productive and joyous lives. Since 1919 Cedars has served more than 2,500 individuals and currently serves over 160 individuals.

The Development Coordinator will report to the Development Manager and will assist throughout the office when necessary. He or she will perform administrative duties related to fundraising, marketing and public relations and will gain firsthand experience in strategic planning to increase the capacity of a growing non-profit organization. Additionally, the Development Coordinator will be involved with stewardship activities related to non-profit fundraising and relationship management, including working with a team to create and implement the fundraising, development and communications strategy for Cedars of Marin, as well as donor and grant research and tracking. This role is entry level and will serve as the catalyst for a successful career in non-profit fundraising and relationship management for the right candidate.

As a part of The Cedars team, the Development Coordinator will display caring, sensitivity and flexibility in working with developmentally disabled adults within the programs. This work is fun, creative, fulfilling and challenging.

Essential Functions:

1. Assist with the creation and implementation of the Development Plan that incorporates a range of strategies including annual appeals, major donors, grants, corporate and individual appeals, social media and special events.
2. Support event and other committees, including taking meeting minutes and sending them to committee members in a timely fashion. Work with committees and Manager of Development in establishing and adhering to event budget, assist with event preparation, and attend events to assist in set up, implementation, and clean up.
3. Assist with the production and implementation of appeal campaigns and other fundraising communications and strategies.
4. Coordinate affiliate social media outputs including event outreach and visibility strategy. Assist in managing Cedars website.
5. Assist in grant research and tracking.
6. Perform administrative duties as needed including filing, copying, sorting, mailing, etc.
7. Record donations on an ongoing basis in the donor database, and generate acknowledgments and thank you letters. Design and run reports and assist with database maintenance.
8. Attend networking events with the Development Manager to increase professional network, refine relationship management skills, and enhance Cedars outreach and capacity.
9. Other duties upon request.

Job Qualifications:

1. Excellent written and verbal communication skills and knowledge of communication principles and practices.
2. Knowledge and experience with data entry systems and reporting.
3. Knowledge of social media tools: Facebook, Twitter, Knowledge of website management.
4. Interest and desire to learn how to become an impactful development professional
5. Proficient in the use of various MS Office programs, including Word, Excel and Outlook, and ability to use various databases. Experience with Neon CRM and Constant Contact a plus.
6. Ability to prioritize, multi-task and follow through with minimal direction.
7. Attention to detail, project management skills, and being highly organized a must.
8. Flexibility in varied job assignments.
9. Willingness to pitch in when/where needed.
10. Upbeat, positive attitude and good sense of humor a plus.
11. An understanding of and belief in, the mission of The Cedars of Marin
12. Ability to work with compassion and patience in an environment shared with adults with developmental disabilities
13. Bachelor's Degree

Physical Requirements:

1. Maintain dexterity, vision and coordination, sufficient to perform essential functions.
2. Ability to sit for extended periods of time for 6-8 hours a day.
3. Must be able to lift and move full file archive boxes.
4. Requires the ability to be mobile (including, but not limited to walking, bending, squatting, crouching, twisting, kneeling, reaching, etc.).
5. Applicant must be free of any physical condition, which, in the opinion of the physician doing the pre-employment physical exam, could be substantially aggravated by the job requirements or result in injury to the applicant or to the consumers of the Cedars.

To apply:

- resume and cover letter by email to: Jeanne@thecedarsofmarin.org
- please put "Development Coordinator Search" in the subject line
- Attachments must be in .doc or .pdf format; do not include resume in the body of your email

Human Resources:**Date:****Supervisor:****Date:****Employee Signature:****Date:**