

FAMILIES FORWARD

Job Title: Development Coordinator

Reports to: Director of Development & Community Engagement

Education Requirement: Bachelor's Degree preferred

Experience Required: Minimum of one year of development experience desired

Position is: Non-Exempt, Full Time – 36 hours per week

Pay Rate: \$25-31 per hour, depending on experience

Job Summary:

The Development Coordinator supports the organization's mission to prevent and end family homelessness by working with the Development Team to meet or exceed fundraising goals. In a fast-paced, dynamic environment, the Development Coordinator plays a key role in donor identification, cultivation, solicitation, and stewardship efforts to achieve the strategic and fundraising goals of Families Forward. This role is responsible for managing the donor database, donor stewardship and solicitation, prospect research, and supporting community outreach, and special events.

Essential Job Duties: (85% of time spent)

- Responsible for management of the donor database, including data entry, generating acknowledgment letters, updating dashboards, pulling reports, and tracking donor engagement. Ensures all data is entered accurately and timely in accordance with IRS guidelines.
- Support donor identification, cultivation, solicitation, and stewardship efforts to strengthen donor relationships and increase philanthropic support.
- Create gift queries, exports, and reports for mailing lists, emails, donor recognition, and weekly/monthly development reports.
- Conduct donor and prospect research to identify new funding opportunities and inform solicitation strategies.
- Support donor cultivation, fundraising, and recognition events, including supporting event logistics. Manage event attendee tracking, registration, and event-related communications.
- Support implementation of development plan, including stewardship strategies to enhance donor retention.
- Manage correspondence and maintain lists of affinity programs, matching gift companies, and Facebook fundraisers.
- Assist with donation accounting and monthly reconciliation.
- Recommend improvements in donor database management practices and procedures. Perform regular data clean up and quality control checks.
- Utilize technology and innovation to enhance stewardship processes, including donor segmentation, automated engagement strategies, and impact reporting.

Additional Responsibilities: (15% of time spent)

- Attend staff, fund development, and other meetings as needed.
- Assist with marketing events, outreach activities, and seasonal programs.
- Ability and willingness to work evenings and weekend hours as needed.

Job Qualifications:

- Experience with donor or customer database systems, including data entry, evaluating, analyzing, and reporting required. Experience using Blackbaud's Raiser's Edge and NXT is highly desired.
- At least one year in nonprofit development is highly desired.
- Strong attention to detail.
- Strong verbal and written communication skills.
- Ability to work independently and handle confidential information appropriately.
- Ability to use independent judgment in planning, prioritizing, and organizing tasks.

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- Excellent time management skills with the ability to balance multiple priorities and be responsive to changing business demands.
- Proficiency with Microsoft Office.
- Occasional evening and weekend work required.
- Maintain valid California Driver's License and State Mandated Auto Insurance .

Benefits

- Families Forward is committed to offering competitive compensation, full benefits, and professional development opportunities for our employees. Our benefits package includes medical, dental, and vision; flexible spending account; life insurance; 403B retirement plan; generous time off including paid holidays, vacation, sick time; phone or phone stipend; and a variety of other benefits to support our employees.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Please send resume to Marissa Hall, Director of Operations, at mhall@families-forward.org. No phone calls please.