

**Sacramento LGBT Community Center
Development Coordinator
Job Description**



Job Summary:

The Development Coordinator provides support to the Executive Director and Board of Directors Development & Communications Committee in the area of fundraising including developing relationships with donors, maintaining databases, managing correspondence, scheduling and preparing for meetings, organizing events, running reports, designing external communications, researching and drafting funding opportunities, and representing the Center in the community.

Responsibilities:

- Make donor stewardship and creating a culture of philanthropy priorities throughout the organization
- Coordinate retention and growth of individual giving through annual giving campaigns, major gift cultivation, integrated marketing/fundraising campaigns, special events, and planned giving
- Develop meaningful relationships with current and prospective donors and volunteers through direct phone and in-person contacts
- Process donations and prepare acknowledgement letters and other correspondence including year-end tax letters
- Enter and manage detailed donor history through the use of Raiser's Edge database, continually updating and correcting records to maintain accurate contact and biographical information; develop reports to evaluate donor engagement
- Research and assist in drafting grant proposals
- Maintain foundation, corporation and individual donor files
- Create monthly development reports and other database reports as needed
- Coordinate design, production, and mailing of spring and year-end appeal letters
- Coordinate Center fundraising and cultivation events
- Coordinate with 3rd parties raising funds on behalf of the Center
- Create engaging written and visual content for the Center's website, printed collateral, social media and email communications including the Center's electronic newsletter
- Act as an ambassador and speak on behalf of the Center at community and donor events to ensure the Center's vision, mission, and impact are conveyed
- Contact donors and provide excellent and timely customer service regarding donation issues (returned checks, credit card declines, incorrect payee, etc.)
- Maintain inventory of materials used for development and coordinate the ordering of new materials as needed
- Cultivate and organize volunteers to assist with development related tasks
- Provide staff support for the Board Development & Communications Committee
- Maintain confidentiality and ensure compliance with related policies
- Handle a variety of special projects and other related duties as assigned
- This description reflects assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned

Qualifications:

- Bachelor's degree in marketing, communications, or other related field

- 1-3 years fundraising/marketing experience, CFRE credential is a plus
- Excellent verbal and written communication skills, attention to detail, and interpersonal and presentation skills
- Experience researching grant opportunities, structuring, writing, and editing persuasive proposals
- Ability to exercise good judgment in prioritizing multiple tasks and empowering board members and volunteers to support development activities
- Strong partnership building, marketing, and event planning skills
- Experience with web and multimedia based electronic and social media fundraising campaigns
- Superior computer skills and knowledge including word processing, database operations, spreadsheets, and other software systems. Experience with Adobe Creative Suite, Raiser's Edge, WordPress, and major social media platforms is strongly preferred
- Demonstrated ability to work effectively with people of diverse races, ethnicities, ages, sexual orientations and gender identities in a multicultural environment
- Ability to work evenings and weekends and travel as necessary
- The person in this position may be required to sit or stand for extended periods, maneuver tight storage space, move objects up to 50 pounds, ascend/descend stairs, operate computers, copiers, and other office equipment, open and close filing cabinets and boxes, observe visitors, and communicate message and tone by telephone
- Valid CA driver's license with proof of valid auto insurance, ability to drive an automobile, and reliable automobile transportation are required for this position
- A thorough DOJ background check is required for finalists under consideration for this position

Compensation:

- Full time, \$35,500-43,700 DOE
- Monthly stipend to assist with health coverage
- Paid vacation, sick time, and holidays
- Annual professional development opportunities

To Apply:

Go to <http://www.SacCenter.org/careers>. The following must be submitted in a Microsoft Word or Adobe PDF document by email to jobs@saccenter.org.

1. Cover letter and wage/salary history
2. Resume including volunteer or community service
3. 3 Writing Samples (1 solicitation, 1 cultivation, 1 acknowledgement for an LGBT organization donor)
4. A 1-page case statement, targeted toward a corporate sponsor, foundation grantor, or major donor

No phone calls please.

About the Organization:

Sacramento LGBT Community Center creates events, programs and pathways to services that help lesbian, gay, bisexual, and transgender people feel welcome, needed and safe. We serve to create a Sacramento region where sexual orientation, and gender identity and expression

(SOGIE) are recognized as a spectrum of valued personal characteristics, universally respected and affirmed.

Position is located in Sacramento, CA.

Equal Opportunity:

The Sacramento LGBT Community Center is an Equal Opportunity employer. We actively seek applications from lesbians, gay men, women, bisexual, transgender individuals, people of color, people living with HIV/AIDS and other disabilities.