

**Job Title: Donor Development Coordinator**

Sacramento Life Center

Full Time/Part Time

Reports to: Executive Director

**Position Summary:**

The Development Coordinator works in collaboration with the Executive Director. They will coordinate, plan, and implement activities and resources necessary to achieve SLC's fundraising goals and campaign objectives. The coordinator efforts including fundraising (individual, corporate, foundation, and special events); donor research and cultivation; and grant management. The coordinator will work in partnership with the Executive Director, staff, board members, donors, and patients to achieve development objectives.

**Responsibilities:****Primary Duties:**

Works with the Executive Director and leadership team to provide administration and operations support.

**Donor Development:**

- Records all donor interactions in the database to ensure accurate and up-to-date donor records.
- Ensure accuracy of donor and prospect data.
- Processes and acknowledges all gifts in a timely manner.
- Participate in the identification and cultivation of donor relationships.
- Work with the ED to develop and maintain fundraising campaigns and implement a donor stewardship process that encourages long-term relationships.
- Coordinate and manage all donor stewardship and cultivation activities and events.

**Events:**

- Work with Fundraising/Development Committee, board members, staff, and volunteers to implement fundraising events.
- Coordinate all VIP and donor events including, but not limited to:
  - Baby Bottles
  - Mother's Day Rose Sale
  - Father's Day Event
  - VIP Donor Events
  - Annual Gala
  - Baby Basket Drive

**Grants:**

- Assist Executive Director with grant process
- Write grants or work with grant writer to research and submit grants.
- Track grant results and outcomes. Submit grant and grant reports in a timely manner

**Team Responsibilities:**

- Serve as part of the administrative team.
- Participate in staff meetings.
- Provide support to leadership team.

**Position Requirements:**

- 3+ years related experience in nonprofit fundraising
- Strong interpersonal and communications skills that enable relationship and partnership building with key donors, board members and professionals at all levels.
- Ability to maintain confidentiality.
- Demonstrated strategic thinking and problem-solving skills.
- Ability to work with little supervision in a fast-paced environment.
- Proficient in database management, preferably Donor Perfect. Microsoft Office (Excel, Word, PowerPoint, Outlook) ability to create spreadsheets and run reports.
- Able and willing to work occasional nights and weekends as needed for special events, special projects/programs, and/or meetings.
- Task oriented, efficient and attentive to detail.
- Excellent time management and organization skills required.
- Must have a valid driver's license and be able to successfully pass criminal background check.
- Embrace and support the mission of the Sacramento Life Center.

Please send resume and cover letter as PDF attachments via email to: [hiringcommittee@saclife.org](mailto: hiringcommittee@saclife.org)

Please include a brief description as to why you think you are the best candidate for this position in your cover letter.

Apply by: 01/21/2022