

Development Coordinator Job Posting

DEVELOPMENT COORDINATOR POSITION

Los Altos Mountain View Community Foundation (the Foundation) inspires, leads, and empowers residents for a stronger community. The Foundation provides grants, creates social impact opportunities incubates emerging nonprofits, offers donor advised funds, and partners with community organizations and residents on solutions that make a difference.

We are committed to fostering an inclusive environment for people of all backgrounds. The Foundation is committed to equity and does not discriminate on the basis of race, color, religion, creed, national origin or ancestry, sexual orientation or expression, gender, marital status, age, physical or mental disability, military status, genetic information, or any other protected characteristic as established under law. We highly encourage BIPOC (Black, Indigenous, and people of color) candidates to apply for this role.

Position Overview

The Development Coordinator manages the administrative functions related to our development and operational activities. Responsibilities include but are not limited to a variety of fundraising activities such as gift processing and donor database management (bank deposits, data entry and reporting); and support electronic and direct mail solicitations, fundraising-related social media communications, event planning and execution, and donor stewardship. The Development Coordinator will work collaboratively with departments, such as finance and operations, to ensure accurate accounting of revenue. We view this as a growth position in which the person hired should take on greater responsibilities in identification, such as donor prospecting and research.

The position reports to the Development Director and works closely with the Director of Finance to achieve the Foundation's development, operational and programmatic goals. This role will not have full-time in-person supervision, so the successful candidate must be comfortable working independently.

Development Department Details

The Development department raises critical and increasingly diverse revenue from various streams to support the internal operations of the Foundation. Revenue streams include individual, corporate, government, and foundation donations and grants.

Responsibilities - 75% Development, 25% Operations

- In partnership with the Development Director, support the execution of strategies for donor identification, cultivation, solicitation, and donor stewardship;
- Develop expertise in the C-Suite database and provide reporting on fundraising metrics, ensure data integrity in the database;
- Coordinate the processing of income (donations and program) and maintain accurate and confidential donor, vendor, and customer records;
- Issue timely tax acknowledgments and thank you's for received income

- Reconcile bank deposits and donor database to ensure accuracy
- Support targeted campaigns by coordinating mailing lists (physical and digital), communicating with vendors, editing email outreach, and creating graphics;
- Manage donor reporting for CEO and Development Director focused on donor cultivation;
- Coordinate holiday cards and support tracking board stewardship;
- Assist Director and CEO in cultivating institutional giving through research and managing grant deliverables;
- Support successful Development events in collaboration with the staff, with logistical and administrative support;
- Build and maintain effective working relationships with all program and support staff; and
- Special projects as assigned by the Development Director.

Qualifications

This is a step up role for someone who has already been on a successful Development team. The ideal candidate will have an interest in philanthropy and fundraising in addition to attention to detail.

Minimum qualifications include:

- 2 - 3 years of demonstrated administrative, nonprofit and or fundraising experience;
- Prior success in project management;
- Excellent organizational and time management skills;
- Willingness to iterate on projects and approaches with the ability to recognize when to course correct as necessary;
- Success working effectively with a small team, but also independently as a self-starter;
- Strong communication skills and the ability to articulate and compose clear messaging, a strong customer service orientation;
- An aptitude to take initiative, ask questions and problem solve in the face of ambiguity;
- Appreciation for accuracy, commitment to excellence, and preference for collaborative work environments that deliver clear results;
- Ability to manage multiple priorities and projects simultaneously in a fast-paced environment with shifting priorities and deadlines; and
- Willingness to conduct in-depth research to ensure data accuracy and resolve discrepancies.

****Comfort with Microsoft Excel skills****

Salary

- The salary range will be between \$60,000 - \$70,000 for this full-time position, depending on experience.

Benefits

- This position is considered full-time and is eligible for health care, dental and vision insurance, and the Foundation's 403b retirement plan.

- **Time Requirement:** this position requires an average of 40 hours per week, with occasional evening or weekend hours for fundraising events. This role is expected to work in the office at least 2 days a week. All additional hours may be conducted from our office, a remote location near the communities served by the Foundation.

Application Process

Please send a cover letter describing your related experience and interest in this position, three references, and a resume to jobs@lamvcf.org. Please use "Development Coordinator – Your Name" in the subject line.