Development Coordinator
Based out of Echo Park

Position description
826LA seeks a Development Coordinator to support creative and dynamic fundraising operations. The Development Coordinator will work collaboratively with the Director of Advancement and Events, the Development and Communications Manager, staff, and 826LA community to help build a strong pipeline for future funding, supporting a fundraising goal of $2.1M in FY2020.

Position responsibilities:
● In collaboration with Development and Communications Manager, maintains development operations, including gift administration and processing, donor recognition, and donor communications;
● Researches prospective donors, prepares reports, and records research in Salesforce;
● Maintains an annual, ongoing calendar for donor communications and engagement, including newsletters, invitations, Partners in Time stewardship, appeals, and acknowledgment letters.
● Proofreads, edits, and files correspondence and fundraising materials prepared by Development and Communications Manager;
● Prepares donor reports and mailing lists to support stewardship and communications;
● Captures and records Development Team meeting minutes and implements follow-up plans;
● Administers community outreach events, including the Volunteer Appreciation, Young Authors’ Book Release Party, and Festival of Books, and fundraising events, including Partners in Time salons, peer-to-peer fundraisers, and Tell Me a Story gala;
● Participates in 826 network annual professional development sessions and monthly development calls as needed;
● Stays up to date on innovative development practices including crowdfunding, donation, and event platforms;
● Reports to the Director of Advancement and Events.

The ideal candidate will have:
● Passion for 826LA’s mission and values;
● An interest in flexing all of his or her development muscles;
● Extraordinary written and oral communication skills with the ability to connect a wide range of audiences with 826LA’s vision;
● At least 1-2 years of fundraising experience;
● Ability to self-motivate, work independently, and contribute to a team;
● Enthusiastic and creative problem-solving abilities;
● Ability to successfully address challenges and make decisions in alignment with strategic organizational objectives;
● Proven organizational, prioritization, and project management skills;
● Experience with Salesforce or similar databases;
● Spanish language skills preferred;
● A love of books, writing, and/or publishing.

This position is PART TIME, and the flexibility to work some evenings and weekends is necessary. Position start date is ASAP.

**HOW TO APPLY**

In order to be considered for the Development Coordinator position, send the following to Jobs@826LA.org:

1. A cover letter that includes a summary of your relevant experience and a specific explanation of why you are interested in working at 826LA
2. A detailed resume
3. A list of three references

Please include your name and "Development Coordinator" in the subject line.

*Please note that only complete applications—with cover letter, resume, and references sent to Jobs@826LA.org—will be considered. Applications will be accepted until the position is filled. No calls, please.*