



## **Development Coordinator**

### **Job Description**

One Institute is hiring a full-time Development Coordinator. Reporting to the Executive Director, the Development Coordinator is responsible for ensuring One Institute maximizes the visibility and outreach of One's development campaigns, implements campaign fundraising strategy and donor communications, and maintains our donor database. The position is responsible for data and gift entry, writing donor correspondence, updating electronic and paper files, processing donor mailings, assisting with special events, grant research, supporting donor relations, and proofreading of executive communications. The role will also assist with administrative tasks as needed to support organizational capacity.

The position is currently hybrid (3 days in office in Hollywood). Work must be performed in or near Los Angeles, CA.

### **Key Duties & Responsibilities**

*\*Time allocation may fluctuate depending on projects and time of year*

#### Database Management & Gift Entry (20%)

- Manage data entry, report generation, and gift processing
- Run, maintain, and distribute monthly reports for team as needed
- Perform periodical database clean-up projects to improve data integrity
- Responsible for gift entry process and management of the donor acknowledgement process (drafting, generating, and getting letters signed and mailed)
- Monitor and track online transactions made via event registration forms; ensure all ticket purchases and donations are exported from our ticketing platforms (Eventbrite, Ticket Tailor) and properly imported into our donor database

#### Fundraising Campaigns & Events (15%)

- Write and create campaign marketing materials, including language for email appeals (Mailchimp) and social media posts