



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

- Edit direct mail pieces and compile materials such as campaign images and segmented reports and mailing lists for printer
- Assist with fundraising events including: creating segmented event invitations, setting up event registration, maintaining invite and guest lists, tracking pledges/gifts designated for special events, and assisting with event set-up and break-down
- Assist with other events as needed across programs and departments

Grants (15%)

- Support the Executive Director with grants management, including organizing grant files and tracking proposal and reporting deadlines
- Conduct periodic grant prospect research to expand funder database
- Assist with proposal and reporting draft and revision process; create and compile supplementary materials
- Keep grants calendar and ensure grant reports are submitted on time

Administrative / Executive Support (30%)

- Assist Bookkeeper with monthly reconciliation
- Attend bi-weekly Development Committee meetings
- Manage all donation and grant-related paperwork and maintain an organized filing system in Dropbox for financial reconciliation and annual audit
- Monitor organizational profile on websites such as Charity Navigator and Guidestar, and funder-specific portals
- Act as staff liaison to the Board of Directors; attend bi-monthly Board meetings
- Support Development Team in scheduling of and preparation for donor meetings and other related donor contacts/events
- Provide administrative support for development and office activities including mailing, budget tracking, maintaining files on Google Drive, and support maintenance of office supplies

Donor Relations (20%)

- Respond to phone and email inquiries regarding donations, event registrations, and updates to constituent information in database
- Greet and communicate with donors at in-person program and fundraising events in warm and positive manner
- Schedule and manage donor meetings for Executive Director and Board Members

OTHER DUTIES AS ASSIGNED

Qualifications

Minimum Bachelor's degree or equivalent work experience

- Minimum of 1 year work experience in related experience in administrative support/nonprofit/development settings
- Alignment with One Institute's organizational values
- Demonstrated commitment to intersectional LGBTQ+ communities
- Excellent written/verbal communication, problem-solving, and technology skills
- Able to work cross-functionally with various teams to meet department goals
- Ability to build deep and genuine relationships with various stakeholders, and a comfort level with a wide variety of philanthropic sectors
- Proactive, motivated self-starter who thrives in a team setting
- Positive attitude, curiosity, and flexibility
- Outstanding organizational and time management skills, and the ability to manage multiple projects simultaneously, with attention to detail.

Must Be Able To

- Communicate verbally in English; and write and read well in English
- Type, and use or learn to use commonly used software and to use a computer
- Do simple mathematics
- Use or learn to use Excel or other spreadsheet programs and record data and read data in CRM databases such as Givebutter
- Communicate with community members including donors, artists, researchers, and students in a warm and positive manner
- Sit and/or stand for long periods of time
- Gain access to a car for One Institute special events
- Lift weight up to 20 pounds
- Carry on appropriate conversations, participate attentively in meetings and trainings, and develop productive professional relationships
- Perform a variety of duties even with distractions or interruptions, and adjust priorities quickly
- Be vaccinated against diseases including COVID as recommended by medical professionals

Must Be

- Committed to the mission of One Institute and see yourself as a lifelong learner

- Flexible in time and mind: there will be weekly evening commitments and work required during the weekend
- Organized and detail oriented; excellent time management skills and ability to prioritize work, strong capacity for independent and collaborative problem solving

Preferred Qualifications

- Experience with digital communications and content platforms, including Wordpress, Hootsuite, donor database management (ex. Givebutter), email marketing campaigns
- Project management experience
- Virtual and live event experience, including events via Zoom, and experience with ticketing/event platforms such as Eventbrite or Ticket Tailor

Benefits & Compensation

This is a non-exempt, salaried position. Some evenings and weekends will be required.

In addition to meaningful and rewarding work, One Institute provides a benefits package including medical, dental, vision, 403(B) retirement plan, and generous paid time off.

The salary range is \$46,000 - \$55,000 annually.

Application Requirements

Cover letter, resumé, and list of 3 references to jobs@oneinstitute.org no later than 5 pm, June 12, 2025. **Questions or Inquiries** to Tony Valenzuela, Executive Director, at tvalenzuela@oneinstitute.org.