



**POSITION:** DEVELOPMENT SERVICES COORDINATOR  
**PROGRAM:** FUND DEVELOPMENT  
**REPORTS TO:** MAJOR GIFTS/ANNUAL FUND (MGAF) MANAGER  
**STATUS:** FULL TIME  
**RATE OF PAY:** \$14.41 PER HOUR - \$18.85 PER HOUR  
**APPLY BY:** OPEN UNTIL FILLED

### **POSITION SUMMARY**

The Development Services Coordinator is responsible for managing the donor database and to develop a prospect research program within the Fund Development Department of the Community Action Partnership of Orange County.

### **DUTIES & RESPONSIBILITIES**

1. Ensure successful fundraising efforts by managing the donor database; research and implement improvements to the database and conduct operating-performance clean-up of the database.
2. Ensure accurate and timely data is maintained in the donor database through receipting, recording and acknowledging all donor gifts.
3. Develop proactive prospect identification, strategies and distributions within the donor database.
4. Research individuals, corporations, public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding.
5. Utilize database to create requested reports, spreadsheets and correspondence.
6. Coordinate with the Finance Department to ensure accurate reporting and reconciliation between the financial database and donor database.
7. Coordinate database files for internal and mail-house programs, including direct mail appeals, special appeals and event mailings.
8. Work closely with the Fund Development team to manage individual donor relationships and assist event execution by helping to design event database protocols.
9. Under the direction of the MGAF Manager, organize mailing activities and oversee part-time staff/volunteer support staff.
10. Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Applicant must possess:**

1. Proficiency with Microsoft Office, database management programs and gift processing.
2. Two (2) years experience collaborating with others and working in a fundraising environment.
3. Experience manipulating a database program to track donor moves management and gift outcomes reporting.
4. Valid California Drivers License and proof of vehicle insurance and access to a reliable vehicle.
5. Familiarity with administrative, financial/budgetary and contractual protocols in a non-profit setting.
6. To work with people from all social economic and ethnic groups.

#### **APPLICANT MUST POSSESS THE ABILITY TO:**

1. Strong organizational, analytical and writing skills
2. Ability to independently prioritize workload and meet deadlines
3. Demonstrated project management, organization and computer skills
4. Must have ability to be proactive in identifying donors and prospects
5. Demonstrate a clear, concise and effective command of the English language, both oral and written.
6. Maintain accurate accounting of all gifts and their sources. Interface with staff and Finance Department to fulfill information requests and maintain reporting accuracy.

## **EDUCATION & EXPERIENCE**

Bachelors Degree preferred with two years experience in database and prospect research management.

## **APPLICATION PROCEDURES**

Apply at Community Action Partnership of Orange County, 11870 Monarch Street, Garden Grove, CA 92841. Applications may also be obtained by calling (714) 897-6670 ext. 3617 or e-mail request at [hr@capoc.org](mailto:hr@capoc.org) or visit [www.capoc.org](http://www.capoc.org) to download. Applications must be filed no later than 5:00 p.m. on the closing date. **Resumes will not be accepted without a completed application. Incomplete applications submitted will not be consider.** Facsimile (Fax) copies at (714) 894-5404.

## **MEDICAL EXAMINATION**

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a drug screening examination.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity/Affirmative Action Employer Women and Minorities are Encouraged To Apply

## **THE PROMISE OF COMMUNITY ACTION**

Community Action changes people's lives, embodies the spirit of hope, improves communities, and a makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

## **EMPLOYMENT BENEFITS**

Community Action Partnership of Orange County offers extensive benefits to its regular full-time employees including:

- ❖ **HOLIDAY** – 12 paid holidays per year.
- ❖ **VACATION** – Employees accumulate up to 12 days per year to a maximum of 20 days after 10 years of employment.
- ❖ **SICK LEAVE** – Employees accumulate up to 12 days per year.
- ❖ **TAX SHELTER ANNUITY** – Community Action Partnership of Orange County pays 6% gross salary to a tax shelter annuity. Employees may contribute additional amounts on a tax-deferred basis.
- ❖ **EDUCATION REIMBURSEMENT** – Job related education and training.
- ❖ **CREDIT UNION PARTICIPATION**

Updated: 1/26/12 & Posted: 2/24/12  
File: Development Services Coordinator

Community Action Partnership of Orange County 11870 Monarch Street Garden Grove, CA 92841
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