

JOB ANNOUNCEMENT

Development Coordinator

Reports to the Director of Development

Los Angeles Office

Position Summary

Do you relish a development job with many facets— maintaining exceptional donor stewardship, chatting with board members, juggling donor data in a Blackbaud system, rustling up fun auction items for an event, and more? Do you want to be a part of a team that raises money, thinks strategically and laughs a lot?

The Development Coordinator position at the Western Center on Law & Poverty is the engine of the development team, allowing your co-workers to maximize their skills and output by creating a hyper-organized, friendly, and creative work environment. The Coordinator provides key support for all major fundraising projects and campaigns, and has both the willingness and flexibility to work across disciplines— foundations, annual campaign and major gifts, and helps maintain a vigilant watch on donor stewardship, including protocols concerning data entry and reporting.

Breakdown of Activities:

- 65% Department Administration and Project Support
- 35% Foundation Support

Responsibilities

- Office Administration –You will be ensuring that the overall department hums along— tracking calendar items, filing, coordinating and otherwise supporting all foundation activities, maintaining database information, and otherwise ensuring our processes and procedures are buttoned up.
- Data Analysis – You will be reviewing revenue logs and Blackbaud eTapestry records to ensure accurate information and timely donor acknowledgement, and running eTap queries and reports to track our team goals
- Event Coordination – You will be coordinating the administrative end of special event— sponsorships, tickets sales, mailings and logistics.
- Diplomacy – It's a people job! With your naturally positive demeanor you will juggle a great many projects involving a number of your colleagues, all the while remaining focused on department objectives.

What You Need

- A Bachelor's degree.
- 3+ Years of experience in nonprofit fundraising, including at least 2 years of hands-on experience with a donor database (Blackbaud systems a big plus!)

- Exceptional organizational skills, delight in juggling varied tasks, prioritizing and maintaining attention to detail.
- A “sales” or donor-oriented mindset.
- First-rate oral and written communication skills.
- Exemplary ethical standards.
- Proficiency with Microsoft Office Suite (including Word, Excel, Outlook and PowerPoint) and related office and design software.
- Polished, professional and positive demeanor.
- Broad-minded, placing high value on diversity of thought, backgrounds and perspectives.
- Commitment to social justice and the mission of Western Center.

What Western Center Offers

- An inspiring work environment.
- A high-performing, goal-oriented, and fun-loving development team.
- Smart, effective, tenacious and creative co-workers.
- Competitive salaries and terrific benefits package.
- Support for continued professional training and education.
- A great work environment, centrally located near Western and Wilshire.

Western Center on Law and Poverty

Western Center on Law and Poverty leads the fight to secure housing, health care and a strong safety net for low-income people in California. Founded in 1967, Western Center brings about system-wide change through impact litigation, legislative advocacy, administrative advocacy on the state and federal level, and providing support to our local legal services partners. With offices in Los Angeles, Sacramento, and Oakland, Western Center represents the interests of California’s low-income population before the state Legislature, the courts, and government agencies. For more information, please visit our website: www.wclp.org.

To Apply

Please email cover letter and resume to jobs@wclp.org.

Western Center strives for a diverse and inclusive workforce and is proud to be an equal opportunity employer. Western Center strongly encourages applications from persons of color, women, LGBTQ individuals, persons with disabilities, and persons from other underrepresented groups whose background may contribute to effectively representing low-income people and underserved communities.