



Development Coordinator  
Position Open until November 17, 2017

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 advocates, organizations and allied groups. With offices in Sacramento, the Partnership's diverse membership spans the entire state. Through our public policy, communications and capacity-building efforts, we align prevention and intervention strategies to advance social change.

The Partnership believes that by sharing expertise, advocates and policy-makers can end domestic violence. Working at the state and national levels for nearly 40 years, the Partnership has a long track record of successfully passing over 200 pieces of legislation addressing domestic violence. Every day we inspire, inform and connect all those concerned with this issue, because together we're stronger.

**POSITION SUMMARY:** Under the guidance and direction of the Executive Director, the Development Coordinator is responsible for coordinating and implementing the Partnership's fundraising and marketing efforts; Membership sales; and contributing to organizational activities.

**PRIMARY RESPONSIBILITIES:**

1. Fundraising:
  - a. Coordinate and execute annual fundraising plan including
    - i. special events,
    - ii. donor communications,
    - iii. public marketing efforts,
    - iv. annual giving activities,
    - v. corporate giving,
    - vi. major gifts campaign and
    - vii. donor recognition efforts
  - b. Maintain accurate records of donor giving and prospect profiles in the donor database
  - c. Ensure timely recognition of charitable contributions
  - d. Assisting with research and proposal preparation for corporate and foundation support
2. Membership sales:
  - a. Update and disseminate membership marketing materials (print and online)
  - b. Act as primary contact for Membership inquiries
  - c. Identify Membership prospects, conduct customized outreach, and coordinate campaigns to recruit new and lapsed Members
  - d. Engage Board and Staff to achieve goals pertaining to annual membership renewal drive
  - e. On-board new Members

- f. Conduct and utilize data from periodic assessments of Member needs, satisfaction and priorities to inform and adjust marketing strategies
3. Participate in planning and implementation of organization's special events and trainings
4. Provide support and assistance to other staff for special projects as requested
5. Carry out other duties as assigned

**MINIMUM / DESIRED QUALIFICATIONS:**

Education and Experience:

- Bachelor's degree in Marketing, Communications, Public Relations or related field (or equivalent experience)
- Minimum of two years of experience in a non-profit setting (preferably at statewide coalitions, professional associations or similar organizations)
- Experience implementing fundraising strategies including, but not limited to: special events, online giving campaigns, annual giving approaches, sponsorships and corporate giving, major gifts and membership programs

Required Skills, Knowledge and Abilities:

- Knowledge and skills related to all aspects of marketing, sales and nonprofit fundraising
- Ability to effectively articulate value of the Partnership to donors, Members and prospects
- Demonstrated ability to develop, maintain effective working relationships, and inspire engagement with funders, donors, sponsors and local Member agencies
- Effective verbal communication, writing and editing skills displaying strong attention to detail
- Excellent organizational and time-management skills
- Ability to be self-directed and to work collaboratively within a team environment
- Commitment to the Partnership's Vision, Mission, and Theory of Change
- Technical proficiency and the ability to learn MS Office and membership/donor databases
- Access to reliable transportation and ability to travel as needed to complete job duties; valid driver's license and proof of auto insurance required

Physical Requirements (not limited to the following):

- a) Physical ability to perform essential functions with or without reasonable accommodation
- b) Must have the ability to sit for extended periods of time
- c) Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal
- d) To see and read a computer screen and printed material with or without vision aids
- e) Hear and understand speech at normal levels and on the telephone
- f) Speak in audible tones so that others may understand clearly in person and on the telephone
- g) Ability to understand and follow oral and written instructions
- h) Physical ability to lift up to 35 pounds

**Salary:** \$48,000-\$60,735 annually

**Benefits:** Health, vision & dental insurance; paid vacation & sick leave

*Interested Applicants Should Submit Cover Letter & Résumé Demonstrating Qualifications*

by November 17, 2017 to Melissa Guajardo, Administrative Director, at [jobs@cpedv.org](mailto:jobs@cpedv.org) with the subject Line "Development Coordinator"

For more information about the Partnership visit our website at [www.cpedv.org](http://www.cpedv.org)

*The California Partnership to End Domestic Violence is an equal opportunity employer and makes employment decisions on the basis of merit. The Partnership desires to have the best available person in every position. Organizational policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.*