



Development Coordinator

Reports To: Director of Development

Status: Full-time, non-exempt

Location: San Diego, CA

Susan G. Komen® San Diego—where the end of breast cancer begins.

In San Diego, six women a day are diagnosed with breast cancer and unfortunately one woman a day passes away from this disease. Susan G. Komen San Diego is the only breast cancer organization that works in laboratories, in neighborhoods, with lawmakers and globally to improve health equity for people facing this disease. Join us in making a meaningful and substantial impact on breast cancer outcomes in San Diego County.

Komen San Diego is made up of a small but mighty team that works hard and makes a big impact. We literally roll up our sleeves and put on our sneakers to get the job done. We also have high expectations for the work we produce and the relationships we build. Our team loves to take daily walk breaks, pitch in to help one another and at the same time work autonomously on projects. A smaller organization means less red tape, more flexibility and greater opportunities for creativity and defining strategy. If you are passionate about women's health issues, breast cancer and driving change, we want to hear from you.

Position Summary

Susan G. Komen San Diego is looking for a driven, detail oriented and friendly Development Coordinator. You will be responsible for ensuring donor gifts are processed and recognized in a timely fashion. You will play a major role in donor stewardship, ensure certain aspects of the development program run smoothly and must be able to work independently and efficiently. Your work will help us further our mission to save lives by meeting the most critical needs in San Diego County and investing in breakthrough research to prevent and cure breast cancer. Enjoy a career in a professional and fun environment while making an impact in your community.

Primary Responsibilities

- Manage the donor database (Salesforce) by maintaining accurate donor records including contact information, notes related to solicitors' relationships and interactions with donors.
- Assist all team members with technical or data-driven needs for donor impact reporting.
- Conduct grant and donor research, as requested.
- Record and acknowledge all contributions received in a timely manner. Send acknowledgement letters to donors within 48 hours of receipt. Prepare weekly reports of donations received, and other donor reports, as requested.
- Work with the Finance Department to ensure timely invoicing and payments of sponsorships and pledges. Assist with the gift documentation process through external websites (GiveSmart, Facebook, etc.).
- Work with development team to ensure efficient processes and deliver high-quality interactions.
- Assist with new and enhanced stewardship of all donors (corporate, major donor, giving societies, etc.).

- Coordinate the execution of all sponsorship and/or grant contracts, insurance forms and oversee the fulfillment of benefits via collateral materials with the assistance of the Marketing Team.
- Assist with fundraising, marketing, external communications, direct and bulk mailings.
- Responsible for preparing and proofing executive level correspondence for Development Department, CEO and affiliated stakeholders, documents and agendas, some of which may be confidential; make necessary edits for accuracy of content.
- Assist in planning, organizing, and executing donor engagement events including board meetings, salon events, dedication ceremonies, and other recognition events and manage donor recognition needs such as signage, plaques, memorial plantings, and other recognition initiatives. Assist with the performance and function of all donor recognition lists for publication or display purposes.
- Serve as first point of contact for all Development constituents; serve as primary customer service contact for incoming phone calls for Donor Relations.
- Handle meeting logistics and prepare materials for meetings.
- Serve as backup to the receptionist and other duties as requested and assigned.

Position Qualifications

- AA/AS required. BA/BS degree preferred.
- 1-2 years of experience preferred.
- Professional experience using Salesforce and/or Convio is preferred but not required.
- Thorough understanding of MS Office, including Word, Power Point, Publisher and Excel.
- Excellent communication skills in person, over the phone, and in writing.
- A passionate, positive, and willing-to-learn attitude.
- A professional nature with the ability to meet deadlines, produce a large volume of work, multi-task and quickly establish priorities, while remaining detail and relationship oriented.
- A high degree of integrity that garners the trust and respect of others.
- Interpersonal skills and ability to work well with a diverse population.
- Strong organizational skills to plan, implement, and administer events and programs.

Physical Requirements

- Sitting, standing, bending, stooping, walking.
- Repetitive hand motion (such as typing).
- Hearing, listening, seeing, talking, reading.
- Lifting up to 40 pounds; our team is responsible for loading and unloading our van for various events, as well as day of set-up.

Compensation

- This position is full-time (40 hours per week), hourly, non-exempt, with flexibility needed for special events, meetings or occasional presentations outside of normal work hours. Annual salary is \$37,000 - \$40,000 depending on experience. Competitive medical, dental, life, vision and retirement benefits offered as well.
- **To Apply:** Please send cover letter and resume to employment@sdkomen.org with: "Development Coordinator" in the subject line. Qualified applicants will be contacted for an interview.
- **Application Deadline: Friday, April 12**