

JOB TITLE: Development Coordinator

EMPLOYER: Asian Youth Center (AYC)

DEPARTMENT: Administration

REPORTS TO: Executive Director/ Development Director/ Development Manager

EFFECTIVE DATE: January 1, 2020

FLSA STATUS: Hourly, Full-Time, Non-Exempt, At-Will

SALARY: \$19-25.99



SUMMARY: The Asian Youth Center (AYC) seeks an adaptable, qualified and highly-motivated professional who can coordinate development communications, events, and projects that raise funds to support the long-term sustainability of the organization. The Development Coordinator is a member of the Management Team and as such provides support and assistance to the Executive Director for the agency as a whole.

DUTIES AND RESPONSIBILITIES:

The key objectives for this position are to:

1. Create and coordinate communications (social media, newsletter, flyers, grant applications, and other communications) that describe AYC's programs accurately and attractively to secure donations and/or grants from individuals, organizations, corporations, foundations, and government entities;
2. Coordinate Fundraising Events;
3. Coordinate Campaigns including a Mid-Year and Year-End Campaign;
4. Grow and sustain AYC's revenues;
5. Supervise 1 FTE Development Associate who is responsible for the development department infrastructure that includes a donor tracking database, donor receipts, and evaluation and reporting systems.

Some of the anticipated position responsibilities include, but are not limited to:

- Provide support to the Executive Director to coordinate Major Gifts and individual donor development and stewardship, and for all major fundraising initiatives;
- Supervise the Development Associate who is responsible for:
 - a. Donor record keeping and contact lists for email, direct mail, and specific initiatives
 - b. Handling of donor receipts (in conjunction with the AYC Fiscal Office)
 - c. Tracking and reporting on donations;
- Coordinate relationship development with donors through presentations, personal meetings, regular communications, or arranging for meetings with AYC's management and/or programmatic staff;
- Attend community events and meetings (may include evenings and weekends) to represent AYC (may include public speaking and presentations); and

Systems and Infrastructure

- Coordinate implementation marketing, grant, and fundraising calendars;
- Oversee the maintenance of donor records and ensure the accuracy and efficacy of the donor database;
- Coordinate the production of special letters, gift acknowledgments, reports, proposals and other communications with individual, corporate, and foundation donors; and

Fundraising Events

- Provide coordination and support for the planning and implantation of the annual Anniversary Celebration & Awards Dinner Fundraising Gala, the Board Installation Dinner, and the Rubber Ducky Carnival, and other events (public and invitation only) to promote AYC and raise funds;
- Provide support for logistics for each event, including but not limited to vendors, registration, program agenda and script, VIPs, staff, and volunteers as assigned; and

Marketing and Public Relations

- Provide support for the overall marketing and promotional functions (print, web, and social media) as well as public relations, to construct and market an appropriate image, develop ties with the community, and achieve membership/participation goals;
- Draft and publish press releases and coordinate press conferences;
- Manage online content and track metrics for the monthly e-newsletter, website, and services including Facebook, Instagram, Twitter, YouTube, AYC Google page, and Yelp;
- Design annual report, brochures, program flyers, and other marketing and public relations materials as needed; and

Other

- Participate in Development Team meetings to help plan and execute fundraising initiatives;
- Assist with grant proposal writing and grant reports as a member of the Grants Team;
- Assist with formulation and implementation of policies and plans to meet the organization's short- and long-term objectives; and
- Perform other related duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises 1 Development Associate.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training; planning, assigning, and directing work; appraising performance; rewarding and disciplining employee; addressing complaints and resolving problems.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree (BA) in English, Communications, Business Administration or related field from four-year college or university, or one to two years of related experience and/or training, or equivalent combination of education and experience.
- At least 1 year of related working experience with non-profit fundraising and development;
- Ability to work on multiple projects, prioritize and problem solve;
- Excellent verbal and written communication skills;
- Excellent attention to detail in documentation;
- Certificates, licenses and registrations required: Adult, Child, and Infant CPR/AED & First Aid Certification; valid California driver's license, excellent driving record, reliable transportation and auto insurance; and
- Computer skills required: Development Software; Microsoft Office; and Google email and calendar.

PREFERRED QUALIFICATIONS:

1. Bilingual in Mandarin or Cantonese;
2. Computer skills preferred: Adobe Photoshop and InDesign; and
3. Knowledgeable about donor communities and philanthropy in the Los Angeles County.

COMPETENCIES:

- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Job Knowledge**- Displays required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Sales Skills**- Achieves sales goals; Overcomes objections with persuasion and persistence; Initiates new contracts; Maintains customer satisfaction; Maintains records and promptly submits information.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand
- Frequently required to walk
- Frequently required to sit
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Occasional exposure to outside weather conditions
- While performing the duties of this job, the noise level in the work environment is usually moderate to very loud
- The employee must occasionally lift and /or move more than 35 pounds

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please send a cover letter and resume along with 3 references to careers@asianyouthcenter.org

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices
In accordance with Federal and State regulations.