



**JOB TITLE:** Development Coordinator  
**CLASSIFICATION:** Exempt  
**REPORTS TO:** Development Director  
**DATE:** June 2018

**MISSION STATEMENT:** To help transform the social and economic conditions in South Los Angeles that foster addiction, crime, violence and poverty by building a community institution capable of involving thousands in creating, influencing and changing public policy.

**ORGANIZATION OVERVIEW:**

Community Coalition is a non-profit social justice organization working to address social and economic conditions in South LA by empowering residents to fight for policy solutions that build up the community. Since 1990, Community Coalition has built a groundbreaking, community-driven approach to creating change. We elevate the voices of our members, shift power to the community, and tackle the root causes of poverty, crime and violence. Together we are creating a more prosperous, safer and healthier South LA.

Community Coalition's projects and victories include stopping the expansion of liquor stores in South LA, supporting gang violence prevention programs, creating foster and family care support programs, hosting art and music festivals and healthcare enrollment fairs. Community Coalition has also registered and mobilized thousands of voters in South LA, participated in the process to create a federal Promise Zone for South Los Angeles and creates leadership opportunities for young people with the South Central Youth Empowered through Action program and Freedom School, among other projects.

Community Coalition is an equal opportunity employer. People of all races, religions, and gender identities are encouraged to apply.

**DEVELOPMENT DEPARTMENT OVERVIEW:** Community Coalition's Development Department is responsible for raising the organization's annual operating budget, which is approximately \$6 million. Members of the Department work with fellow staff and management to execute strategies with foundations, federal and local government departments and individual donors to reach this goal.

**POSITION DESCRIPTION DESCRIPTION:** Under the direct supervision of the Director of Development, this position's primary responsibilities include 1) crafting and submitting compelling foundation grant reports that comprehensively reflect the scope of work completed and position the organization for continued funding partnerships 2) administrative oversight to ensure funding contracts are properly and fully executed and that the organization has strong mechanisms and systems in place to maintain files and 3) takes the lead on the administrative functions related of key organizational projects that include, but is not limited to the annual gala and short-term public contracts. The Development Coordinator will work closely with the Director of Development, Grants Specialist and the Major Donor & Events Coordinator to fulfill their role.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):**

- In coordination with the Grants Associate, prepare & submit interim & final narrative and budget reports to foundation funders (40-50% of job function)
- Monitor progress and fulfillment for foundation grants
- Coordinate regular grant deliverable check-in meetings with components
- As assigned by the Development Director, assist with and/or lead the completion of small public and private foundation grant applications
- Review and process foundation and smaller public contracts upon approval
- Provide general oversight, contract compliance and deliverables monitoring for specific public contracts that include CDBG and smaller public awards (i.e. NEA and First 5 LA)
- Support the planning and execution of the annual People, Power, Progress Awards. Primary duties include: fundraising and RSVP tracking, and post-event follow-up (i.e. coordinating with finance around invoicing)
- In collaboration with Development Coordinator, co-lead the solicitation of donations and the coordination of logistics of the People, Power, Progress Award's silent auction
- Track grant periods & payments, as well as grant proposal documents
- Assist in maintenance of fundraising database and run queries and reports as needed
- Create & maintain system for development of solicitation packets, electronic and printed
- Support engagement and cultivation of relationships with donors and funders
- Manage mailings, electronic and printed
- Assist in the day-to-day activities of the development department including but not limited to maintaining calendar, files, and grant deliverables documents and processing city documents
- Research and stay abreast of funding opportunities, sources and trends in the fundraising landscape

## **QUALIFICATIONS:**

### **Knowledge Requirements**

- At least 1 year experience in a development role with a demonstrated ability to take on increased responsibility
- Familiarity with South Los Angeles and issues impacting the community.
- Knowledge of proper telephone and e-mail etiquette.
- Knowledge of proper English usage, spelling, grammar and punctuation.

### **Skill Requirements**

- Ability to execute details successfully.
- Skill in independently prioritizing, planning, coordinating, organizing, leading and monitoring multiple projects simultaneously and quickly adapting to changes in time frames.
- Skill in communicating effectively, both orally and in writing.
- Highly effective organizational and time management skills.
- Exemplary customer service skills including the ability to identify needs, provide prompt response, and exercise patience, respect and professionalism in all interactions.
- Highly proficient computer skills including Word, Excel, PowerPoint, and email applications.

## **APPLICATION INSTRUCTIONS:**

- Please send resume and cover letter to [jobs1@cocosouthla.org](mailto:jobs1@cocosouthla.org), the subject should read "Development Coordinator: First Name Last Name". No phone calls please.