



## **Development Coordinator Job Announcement**

### **About She the People**

She the People was formed in March of 2018 with the mission of establishing a national network connecting women of color to transform our democracy. We are elevating and amplifying the voices and power of women of color as leaders, political strategists, organizers, and voters through an inclusive, multiracial coalition driving a new political and cultural era. She the People received broad national attention in April by holding the first-ever woman-of-color led and centered Presidential Forum. Over the next 18 months, the organization has an ambitious set of goals and plans leading to the Presidential election involving place-based and online communications and convenings that will set She the People up to become a go-to resource on the national stage.

### **About You**

You believe in elevating the political voice of women of color. You are organized, energetic, proactive, flexible, and detail oriented. You thrive in a fast-paced environment and would welcome the opportunity to develop new systems in a start-up organization led by a visionary founder. You possess a deep commitment to our vision of building love, justice, belonging, and democracy in the world. You are a self-starter, eager to learn and grow your professional skills and coachable. You have a positive, can-do attitude, are resourceful and are not afraid to roll up your sleeves to move the mission forward.

### **Job Summary**

Reporting to the Managing Director, the Development Coordinator will be responsible for managing projects and administrative activities in support of building the fund development program for She the People.

### **Donor Management & Events**

- Manages constituent lists for donors and assist with metric tracking/renewal strategy
- Helps execute communication for targeted donor campaigns
- Maintains stewardship and communication schedules
- Provides logistical support and coordination for events including invitations, event registration, venue and contract management, partner communication and follow up with attendees
- Recommends new approaches, procedures and processes to effect continual improvements in the efficiency of department and services performed

## Foundation and Corporate Grant Support

Working in partnership with the Managing Director, Founder & President and contracted development staff to:

- Prepares call briefings for funding meetings, keep funder meeting notes and organize follow up
- Organizes grant file management and packaging necessary documents
- Supports the preparation and submission of grant proposals and reports
- Conducts prospect research for new corporate and foundation funding opportunities
- Supports the stewardship efforts of current funders

## Data Maintenance and Gifts Processing

- Supports processing gifts, preparing check batches, credit card transactions and gift transfers for Salesforce upload
- Manages donor acknowledgment system
- Regularly updates and maintains accurate donor information in Salesforce
- Acts as organizational expert in Salesforce helping pull gift reports, donor lists, and creating YTD comparisons to support goal tracking

## Communication Support

- Supports with email communication and follow up
- Provides content for newsletter, email blasts to Digital Communications staff as needed

## Qualifications

- Bachelors or equivalent work experience required
- 2+ years prior experience in fund development preferred
- Familiarity with Salesforce preferred, knowledge of CRM systems required
- Strong interpersonal skills to support the ability to work with internal and external constituents in an effective and professional manner
- Ability to work with minimal supervision along with a willingness to ask questions to clarify assignments
- Demonstrable evidence of strong written and verbal communications skills
- Use of good judgment and the ability to treat confidential information with discretion
- Prior experience supporting the planning and execution of events
- Comfortable in a remote work environment

## Physical Demands

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to sit at a computer monitor for extended periods of time
- Ability to lift up to 20 pounds occasionally

## **Compensation & Benefits**

She the People offers a competitive benefits and compensation package.

## **Location**

San Francisco Bay Area preferred. Remote position.

## **To Apply**

Please email your cover letter and resume to [jobs@shethepeople.org](mailto:jobs@shethepeople.org). Please put “[Your Name] - Development Coordinator” in the email subject line. In your application, please indicate how you learned about the opening and provide three professional references (including a past supervisor).

*She the People, fiscally sponsored by PowerPAC.org, is committed to diversity and practicing equal opportunity employment in recruiting and hiring. Qualified candidates of all backgrounds are encouraged to apply*