



Development Coordinator Job Description

Organization Mission

Founded in 2016, The East Oakland Collective (EOC), a fiscally sponsored organization of Social Good Fund, is a member-based community organizing group serving deep East Oakland by working towards racial and economic equity. EOC focuses on civic engagement and leadership, neighborhood and transportation planning, economic empowerment, homeless services & solutions and housing justice for some of Oakland's most vulnerable populations.

EOC works to serve our members, clients and the greater East Oakland community—particularly Black, POC, and low-income residents—through resource distribution programs, transportation and neighborhood planning, political advocacy and awareness, cultivating new leadership and with the first culturally relevant community lending circle in East Oakland. All of these programs are designed to improve the socio-economic health and wellness of the community and protect those we serve from further displacement, gentrification, and disenfranchisement.

Position Summary

As a rapidly growing organization seeking to significantly increase our impact to meet the needs of our community, East Oakland Collective is seeking a Development Coordinator to join our team. This is an opportunity for an early career professional interested in building their skills in fundraising, development, research, and non-profit management. The Development Coordinator will play a crucial role in driving donor relations, prospect research, ensuring data integrity, grant management and supporting organization's fundraising efforts.

Working closely with the Executive Director, the Development Coordinator will have responsibilities including acknowledgement of donations, prospect research for individual donors and funders, managing institutional donor data, assisting in creating and disseminating materials for donors, managing donor stewardship calendars, and supporting on all aspects of grants management and reporting. The ideal candidate is a very organized self-starter with excellent written and spoken communications skills and can work both independently and as part of a team. This position reports to the Executive Director.

Responsibilities

- Manage the timely acknowledgement of charitable contributions
- Ensure accurate data entry, tracking and documentation of all gifts and pledges
- Communicate with funders and donors by phone, video, email, and in person



- Coordinate and manage fundraising appeals and update materials, including writing narratives
- Assist with planning of special events
- Prepare notes and materials before meetings with funders and prospects
- Maintain detailed notes and ensure data entry following meetings with funders and prospects
- As needed, attend meetings with funders and prospects
- Grant management
 - Coordinate grant research
 - Assist with grant and funding opportunity analysis
 - Assist team with grant writing
 - Coordinate the preparation, approval, and submission of Grant Narrative Reports prior to submission deadline
 - Assist with managing application and report deadlines
- Manage development folders, files, spreadsheets and databases

Experience

The ideal candidate brings a minimum of 2+ years professional experience to this role with strong administration skills. They are highly organized and can manage multiple projects at once toward competing deadlines. They are a skillful communicator with a deep commitment to social justice, racial justice, and empowering BIPOC residents of Oakland. Also helpful are a sense of humor, positive attitude, and being a creative problem solver.

Skills and Qualifications

- Bachelor's degree
- Dedication to the mission of The East Oakland Collective
- Strong verbal, written and interpersonal communication skills
- Strong administration skills
- Self-starter able to prioritize effectively and move multiple priorities toward on-time completion simultaneously. Exhibits strong time and project management skills.
- Interest in building skill sets in fundraising, development, research, and non-profit management
- Tech savvy. Proficiency in Microsoft Office Suite, Google G Suite and video conferencing (Zoom)
- Experience email marketing software (e.g. MailChimp, Constant Contact) a plus
- Possess a strict sense of confidentiality, discretion, and respect for information privacy
- Strong attention to detail
- Experience with grant writing a plus
- Experience with CRMs (e.g. Salesforce) a plus



Reports to: Executive Director

Hiring Requirements

Must submit to a background check.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to navigate various departments of the organization's physical premises.

Salary and Benefits

Salary for this full-time position is \$60,000+, commensurate with experience.

The East Oakland Collective offers a complete benefits package, including full medical and dental benefits, vacation and sick time, additional personal time off and paid holidays.