



Philanthropy Coordinator Job Description

Title: Philanthropy Coordinator

Department: Philanthropy

Classification: Non-Exempt, Hourly

Reports to: Community Outreach Manager

Revised: 4/2021

Summary: The Philanthropy Coordinator's primary responsibility is to support the organization's fundraising and marketing initiatives. The Philanthropy Coordinator will be responsible for gift processing/donor acknowledgement, social media management and supporting the efforts of the Philanthropy Team in research, writing, planning events, cultivating, and stewarding donors.

Essential Duties and Responsibilities:

- Provide administrative and logistical support for Philanthropy Department, including coordination and tracking of all donations and donor communications.
- Provide administrative support to the VP of Philanthropy including coordination of donor and prospect information, communications, meetings, collateral materials, reports, etc.
- Plan and coordinate several fundraising and donor stewardship events each year.
- Coordinate and participate in donor cultivation activities, including phone calls and personal notes to donors as assigned.
- Produce and contribute creative content, and provide administrative support, for UCP of Orange County's communication channels including our website, e-blasts and social media, in collaboration with the Community Relations Manager.
- Ensures accuracy and timeliness of account data input for assigned constituents.
- Provides input into annual fundraising plan.
- Attends community events as a UCP-OC representative and speaker, as needed.
- Works collaboratively with philanthropy team to meet annual revenue and engagement goals.
- Other duties as assigned.

Education and Work Experience:

- Bachelor's degree preferred, though relevant experience may be considered in lieu of a degree.
- One to two years' experience in database management is required.
- This position requires local travel. Must provide proof of valid CA driver's license and automobile insurance upon hire & at expiration thereafter. Must have a reliable means of transportation.
- Complete/provide proof of negative tuberculosis test result; maintain clearance every two years.

Knowledge and Skills:

- Proficiency in Microsoft Office Suite and Internet, including ability to efficiently create and manipulate Excel data, as well as mail merging.
- Proficiency or 1 to 2 years hands-on experience with Raiser's Edge database software preferred, or similar donor management system.

- Good writing, grammatical, punctuation, spelling and proofreading skills.
- Communication skills including strong interpersonal skills, and ability to speak, read and write effectively in the English language.
- Ability to work both collaboratively and independently.
- Ability to organize, prioritize and meet deadlines.
- Ability to multi-task, and deal with frequent interruptions.
- Ability to exercise independent judgment and reach logical, practical decisions.
- Ability to maintain confidentiality and exercise discretion.

Physical Demands:

The physical demands described 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 perform various tasks including stand; walk; sit; use hands; reach; climb stairs; balance; stoop, kneel, crawl or sit on the floor; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Hearing - able to hear the general public, including consumers and supervisors.

Visual – able to see using close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to work with moderate noise level in the work environment.

UCP-OC is an Equal Employment Opportunity (EEO) employer: We prohibit unlawful discrimination on the basis of any characteristic protected by applicable local, state or federal law.

Interested applicants may send their resume and cover letter to lannunziato@ucpoc.org.