



Development Coordinator

Position Overview & About Giving Children Hope

Are you looking for an opportunity to:

- Grow personally and professionally?
- Work with an incredible team in a collaborative culture?
- Change lives and better our world?

Giving Children Hope is a faith-based non-profit that helps children and families break out of the cycle of need into success and self-sustainability.

We help children and families in Southern California who are housing unstable, sometimes living three families in a three-bedroom house. **Every week** we:

- Distribute 45,000lbs of food to 3,500 children in 1,300 families
- Distribute 20+ tons of household goods to 70,000+ families
- Provide leadership development to parents so they can grow and achieve success

We are seeking talented teammates who are driven to grow personally and professionally, want to work collaboratively as part of a high-performance team, and passionate about our mission.

Will you join us?

Position Summary

Reporting to and working closely with the Director of Development, the Development Coordinator is responsible for administrative duties in the development program. Having a can-do attitude, they are also responsible for stewarding donors with world-class customer service. The ideal candidate is a high performing and motivated individual who is passionate about Giving Children Hope's mission. Essential duties and responsibilities include:

Administration

- Processes and inputs donations into Custom Relationship Management System (CRM)
- Responsible for data & accuracy of CRM
- Runs reports & queries from CRM
- Sends year-end receipts/tax-acknowledgement letters to donors
- Enters & adjusts data in CRM
- Performs prospect research and analysis
- Ensures all development administrative needs are met

Customer Service/Fundraising

- Builds strong relationships with donors & embodies world-class customer service via email, phone, and in-person
- Invites prospects to join GCH's monthly giving club via email, phone, and in person
- Writes & sends hand-written notes to prospects and donors

- Welcomes volunteers & donors as they arrive at GCH
- Provides tours and public speaking

Qualifications

- Excellent written, verbal and interpersonal communication skills
- Ability to develop strong, positive relationships with the public and all GCH audiences including donors, partners, volunteers, community members, staff, etc.
- Ability to work collaboratively in a positive, solutions-oriented manner with all GCH donors, staff, volunteers, and community members
- Excellent attitude, interpersonal skills, and a mature flexible character to enhance professionalism in a small office environment
- Strong organizational skills, attention to detail, and the ability to multi-task
- Desire to grow professionally & personally
- Knowledge and enthusiasm for the mission and values
- Proficiency in Microsoft Office and familiarity with CRM's, Salesforce a plus
- Bachelor's degree preferred
- Other duties as assigned

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

- Must be able to stand, walk, reach with hands and arms, stoop, talk and hear
- Must be able to lift 25 lbs.
- Must be able to sit for long periods of time

Compensation & Benefits

- \$16-\$22/hour (Based on experience)
- Paid holidays and vacations
- Medical, dental and vision
- Matching 401(K)
- Full-time, 40 hours/week, with some evening and weekend work as necessary

Application

Please send a resume and cover letter stating your interest in the position to MMilano@gchope.org. For more information on Giving Children Hope, please visit our website at: www.givingchildrenhope.org. Giving Children Hope is an equal opportunity employer.