

DEVELOPMENT COORDINATOR



POSITION DESCRIPTION:

Each Child in Every School

At Irvine Public Schools Foundation (IPSF), we believe that every student deserves an educational experience complete with access to music, arts, and science programs, both during the school day and outside of the classroom. With community support and investment, together we can provide opportunities for our children that will help foster the next generation of thinkers, innovators, and creators.

For more than 25 years, we have served the Orange County community and have consistently ranked among the nation's leading education foundations. Located in Irvine, CA, our mission is to enrich the educational experience of each child in every school by providing programs, raising funds, and uniting the community in support of educational excellence.

The Opportunity

Irvine Public Schools Foundation (IPSF), an education non-profit headquartered in Irvine, CA, currently has an immediate opening for a **Development Coordinator** to join our team. The successful candidate is a strong multitasker with a high attention to detail. As part of a three-person Development department, this candidate will work with Director of Development and Development Associate to meet or exceed annual fundraising goals by supporting all aspects of IPSF's fundraising activities and efforts. This person is responsible for a combination of database management and fundraising support with specific responsibilities in donor stewardship, prospect/grant research, logistics, and sponsorship fulfillment.

RESPONSIBILITIES:

Manages gifts and database administration processes.

- Coordinates all development gifts administration: timely data and gift entry, quality content management, and all reporting functions in the donor database system (Raiser's Edge NXT).
- Processes all donations, ensuring funds are received by finance department.
- Drafts and mails donor acknowledgment letters.

Coordinates and supports donor stewardship, prospect research, sponsorship fulfillment and targeted outreach efforts.

- Performs research on donors and prospects and investigates the grant or sponsorship funding process for foundations and corporations.
- Assists in the preparation of sponsorship packets and grant proposals along with tracking of sponsorship fulfillment and grant reporting.

Provides general administrative support of development department activities.

- Supports the planning and execution of IPSF development activities including annual appeals, special events, and third-party fundraising activities.
- Monitors and updates development-related content on IPSF website.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of fundraising functions and donor or membership database management systems, Raisers Edge NXT a plus.
- Must have the ability to work independently, prioritizing ongoing and new projects to meet deadlines.
- Must be well-organized and have the ability to manage multiple and competing tasks and deadlines.

EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred, or equivalent work experience.
- Two years' related experience in relevant data management preferred; experience with Raisers Edge NXT or similar CRM a plus.
- Experience in nonprofit development and community outreach highly desired.

COMPENSATION:

This is a full-time, non-exempt position with hourly compensation ranging from \$20-\$26/hr. commensurate with experience. Typical hours would be Monday through Friday, 8:30 a.m. to 5:00 p.m. with occasional attendance at evening and weekend events required. IPSF currently operates with a hybrid office schedule, two collaboration days in the office and three days remote.

TO APPLY:

If you are interested in being considered for this position, please forward your cover letter and resume to Bre Washington at bwashington@ipsf.net with subject line: Development Coordinator.

IPSF is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, sexual orientation, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status, or any other characteristic prohibited by law.