



Job Description & Specifications

JOB TITLE: Development Coordinator
EXEMPT: No
REPORTS TO: Development Director, Voice of San Diego

SUMMARY: This role will be part of the Voice of San Diego Operations team, a dynamic group of experienced nonprofit professionals. The Development Coordinator will support resource development through fundraising, community partnerships, and administrative functions. The person in this role will obtain a better understanding of the business of running a nonprofit organization and experience the innerworkings of a newsroom.

The Development Coordinator will engage in a variety of fundraising activities, including grant administration, corporate giving, and membership. They will interact with constituents regularly and will assist with planning various events for VOSD members and the public, including our annual public affairs summit, Politifest. They will use several software programs, including Salesforce and MailChimp, to enter data and review constituent records. This role is an opportunity to work directly with experienced development professionals, the COO, and journalists on the team.

Voice of San Diego has been a pioneering investigative, nonprofit news organization for 17 years. Our writers have the freedom and responsibility to tackle the biggest issues we encounter. We believe San Diego is strong enough to face its most uncomfortable and intractable problems. But we also seek to educate, enlighten and entertain readers who care about San Diego's future and seek an excellent and just government. Learn more at <https://voiceofsandiego.org/>

Compensation is commensurate with experience. Minimum salary is \$22.00/hour (\$45,750 annually). Compensation includes health, life, and disability insurance plus a 401k savings plan and company match.

To apply, submit your resume, cover letter to VOSD_HR@voiceofsandiego.org. Thank you.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Serve as an ambassador to the community. Engage constituents, including donors, readers, and community members through calls and emails.
- Support Director of Development and Director of Philanthropy with communication management, recordkeeping, donor cultivation and stewardship.
- Interact with community partners and sponsors regarding invoices, deliverables, and other project related matters.

- Develop and maintain productive, informative, and respectful relationships that support the achievement of Voice of San Diego’s mission statement.
- Support event planning for events of all sizes.
- Manage data and accounting in the Salesforce database.
- Strategize and execute email campaigns on MailChimp.
- Perform other essential duties and responsibilities as assigned.

EXPERIENCE & COMPETENCIES

- Ability to work independently and in a team environment.
- Project coordination or event planning.
- Strong “people skills” and a desire to build community for VOSD.
- Must have a strong command of spelling, grammar and punctuation and the ability to read and interpret all kinds of documents and correspondence.
- Ability to effectively communicate with a wide variety of individuals who have differing educational backgrounds and cultural norms, present information, and respond to questions from groups or individuals.
- Accounting or budgeting experience.
- Computer skills are essential including a working knowledge of Microsoft suite and CRM platforms/databases.

PREFERRED EXPERIENCE

- Fundraising and administrative experience – individual giving, sponsorships, membership programs, etc.
- Spanish or other languages a plus.
- Strong writing, Microsoft Office and database skills.
- Project management of medium to large events.
- Knowledge of San Diego neighborhoods and organizations.

SUPERVISORY RESPONSIBILITIES: None.

LANGUAGE SKILLS: Ability to read and interpret all forms of general business periodicals, professional journals, technical procedures, or governmental regulations. Advanced writing, editing and communication skills; must write clearly and concisely, with accuracy and creativity. Ability to effectively present information and respond to questions from groups or individuals. Must be able to communicate to individuals and groups with differing educational backgrounds and cultural norms. Proficiency in Spanish or another second language is desirable.

COMPUTER SKILLS: Advanced computer skills are essential. Command of Microsoft and Google suites plus keyboarding, email applications, contact management and other computer skills.

MATHEMATICAL SKILLS: Basic mathematical skills such as the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Current driver's license and automobile insurance in order to drive to meetings and speaking engagements.

PHYSICAL DEMANDS: The physical demands described herein 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.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear. The employee is frequently required to use hands to type on a computer keyboard as well as finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; bend, lift and climb stairs while carrying supplies or equipment. The employee is occasionally required to taste and/or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee frequently sits for long periods of time at a desk in an office. The employee may be required to stand for over an hour and observe meetings, people and events. The employee must frequently lift and/or move up to 10 pounds.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those the 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.

Voice of San Diego currently offers a hybrid work environment. Employees are expected to be in the office a minimum of two days per week. The Operations Team is in the office at least three days each week.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions. The employee may occasionally be exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

AT-WILL: The individual hired in this role is at-will and will be subject to termination by the employee or the Company, with or without cause, with or without notice, and at any time.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

The Company will provide reasonable accommodations (such as a qualified sign language interpreter or other personal assistance) with the application process upon your request as required to comply with applicable laws. If you have a disability and require assistance in this application process, please contact Julianne Markow at 619-550-5673 or julianne@vosd.org.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

The Company is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender or gender identity, national origin, disability status, protected veteran status or any other characteristic protected by state or federal law.