



## **Environmental Defense Center Job Description Development Coordinator**

**FLSA Status:** Exempt

**Date:** 04/19

### **SUMMARY**

The Development Coordinator assists in efforts to ensure the long-term financial viability of the Environmental Defense Center (EDC.) The position supports the mission of the organization by helping to develop and oversee events and fundraising efforts and is responsible for database management (Salesforce for Nonprofits.) The Development Coordinator works directly with EDC's Development Committee, staffing meetings, preparing agendas and meeting minutes and ensuring follow-through on committee assignments. The position receives direct supervision from the Executive Director.

An ideal candidate should be passionate about environmental protection, be highly organized with experience in Salesforce, overseeing events, grant writing, and overall fundraising tactics and strategies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential functions of the job include but are not limited to:

- Fund Development Responsibilities
  - Serve as primary administrator for Salesforce, EDC's constituency management database and donor files, ensuring accurate, clean data. Assist in training of new users, and grow the Salesforce skill set and functionality across the organization.
  - Generate appropriate distribution lists and reports from Salesforce for development analysis or major donor meetings and mailings
  - In conjunction with Communications Director, ensure successful functionality of EDC's email database with Salesforce.
  - Work with Office Manager & Event Coordinator to ensure the timely processing of thank you letters and appropriate donor correspondence.
  - Execute all stages of EDC's annual fundraiser, Green & Blue, working in conjunction with event committees, event chair, and/or other EDC staff.
  - Coordinate successful major donor appreciation and planned giving events annually.
  - Coordinate and lead event sponsorship and oversee auction item solicitations.
  - Manage grants calendar and work with ED and other staff to write, track, and report on all grants.
  - Oversee and execute direct mail solicitation, working closely with Communications Director on production of mail pieces.
  - Provide support to Board members, volunteers, and fund development staff in planned giving and endowment campaign efforts, including developing materials, establishing and working with volunteer committees, and scheduling donor meetings.
  - Serve as staff liaison to Board Development Committee.
  - Ensure that conflicts of interest do not exist in connection with any donation; keep current of any tax regulations or laws affecting a 501(3)(c) organization in regard to the acceptance and/or utilization of donations.

- Assist with client fundraising.
- Assist with Development budget preparation and monitor progress toward organizational development goals.
- Volunteers and Interns
  - Assist in recruitment, training, orientation, and supervision of volunteers and interns as needed.
- Agency Operations
  - Attend and participate in staff meetings.
  - Assist with the implementation of the strategic planning process with board and staff members.
- Board Relations
  - Work with ED to report development plans and progress for monthly Board meetings.
  - Work with Development Committee to ensure implementation of development plan.

### **ADDITIONAL DUTIES**

- Assist Communications Director in developing and maintaining public involvement in and support for EDC; provide assistance as necessary regarding the development of PR materials, website, newsletters, and EDC publications.
- Perform various administrative tasks outside the scope of the job description as needed and upon availability.

### **REQUIREMENTS**

- **Proficient in SalesForce**
- **Skilled with Microsoft Office Suite**
- **Ability to work evenings and weekends as needed**

### **TO APPLY**

Please submit resume and cover letter via email to: [obailey@environmentaldefensecenter.org](mailto:obailey@environmentaldefensecenter.org). We kindly request no telephone inquiries regarding this position.

### **THE ENVIRONMENTAL DEFENSE CENTER**

The Environmental Defense Center protects and enhances the local environment through education, advocacy, and legal action. Founded in 1977 to meet these needs, the Environmental Defense Center serves as the public's dedicated advocate for a healthy, thriving, productive natural environment in California's Central Coast region.

Since its founding, EDC has provided public education, advocacy, organizing, and legal services to non-profit organizations dedicated to environmental quality and human health. EDC works for and with these groups to ensure that existing environmental laws are enforced, and that our extraordinary local environment is protected and restored. Our program areas include protecting coast and ocean resources, open spaces and wildlife, and human and environmental health. We primarily work within Santa Barbara, Ventura and San Luis Obispo counties.

EDC is organized as a §501(c)(3) nonprofit corporation, and provides legal counsel to other nonprofit organizations. We remain the only such public interest environmental law firm between Los Angeles and San Francisco, and thrive on the support of community members from within our region and beyond.