



## Development Coordinator Development & Marketing Department

**Job Title:** Development Coordinator

**Department:** Development & Marketing Department

**Status:** Full Time

**Our Mission:** [Miracles for Kids](#) is a nonprofit organization based in Southern California that helps low-income families with critically ill children fight bankruptcy, homelessness, hunger and depression so they can focus on what matters most.

### **Job Summary:**

Reporting to the Director of Development and Marketing, the Development Coordinator plays an important support role implementing development strategies to further the Miracles for Kids mission. The Development Coordinator will provide research support for funding sources, procure and manage auction items, coordinate mailings, assist with the planning and execution of community events and support stewardship.

The Development Coordinator role is an excellent opportunity for a professional interested in building a career in fundraising.

- Provide general administrative support and coordination for all development and marketing activities.
- Manage auction procurement and database for events year-round.
- Processing and securing in-kind donations and corresponding data.
- Assist with administration and logistics for community events.
- Design and support implementation of special volunteer projects.
- Prepare reports and materials for development meetings and presentations.
- Donor prospect research.
- Support and attend all fundraising events.
- Coordinate stewardship programs and outreach.

### **Education and Experience:**

- Bachelor's Degree or equivalent experience.
- Experience in nonprofit fundraising, administrative support, project management or sales.

- Exceptional level of motivation, self-starter, customer driven focus, time management and project management skills is non-negotiable.
- Above-average understanding and familiarity with Microsoft Office. CRM experience a plus.
- Ability to relate well and work effectively with multiple constituencies and audiences.
- Proven success in establishing strong relationships.
- Exceptional presentation, communication, writing, and organizational skills is a must.

**To Apply:**

Interested individuals should contact Miracles for Kids at [rpeterson@miraclesforkids.org](mailto:rpeterson@miraclesforkids.org).

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.*