POSITION DESCRIPTION

|  |
| --- |
| **Position Title: Development Coordinator**  **Reports to: Development Director**  **Status: Exempt**  **Alzheimer’s San Diego is a local and independent non-profit organization committed to providing care and support to San Diego families, while helping to advance critical, local research for a cure. We are innovating and expanding services that truly make a difference in the lives of people suffering from Alzheimer’s disease—and the loved ones who care for them.**  **General Summary:**  Alzheimer’s San Diego is searching for a savvy, creative, results-driven development professional to play a key role on our Development team. As a Development Coordinator, you will bring experience and understanding of marketing into your role leading internal and external event communications and have a strong supporting role in sponsorship activation. We will look to you to execute outreach strategies and campaigns that inspire participants, engaging them in our mission and ultimately supporting top line revenue growth. The Development Coordinator will be the team leader on several projects and play a supporting role in others. Alzheimer’s San Diego is looking for an exceptional balance of fundraising through events, technical marketing skills, writing proficiency, great attitude, and strong work ethic.  **Essential Duties and Responsibilities**  **Walk4ALZ**   * Work to coordinate and execute Alzheimer’s San Diego’s largest fundraising event, Walk4ALZ, in two major San Diego markets * Provide excellent customer service and website support to Walk teams and participants * Serve as point of contact for Walk teams and participants through management of the Walk Hotline * Ensure that all core components of Walk are followed and implemented * Assist in developing, implementing and managing Walk event timelines and benchmarks * Pull weekly Walk reports to ensure event is effectively achieving revenue goals * Assist in social media campaigns and other Walk communications * Outreach to past and current Walk team captains and participants via best practices phone calls and e-mails * Grow and steward new and existing Walk teams to increase fundraising potential * Cultivate new relationships to drive Walk participation and team development * Manage operations and communications with volunteer Walk Committee * Assist in managing and overseeing accurate recording of Walk information in donor database (create, update and revise as needed) * Assist in retaining corporate sponsors annually and network with and solicit new corporate and in-kind sponsorships * Provide logistical support and project management for Walk events and activities as needed * Prepare and update necessary materials as needed   **Database Support**   * Spreadsheet/report management * Date updates and list management   **Marketing/Website support**  • Provide support to marketing and website Manager as assigned  • Provide support with social media, website updates, flyers and other promotion as needed  **Event Logistics**   * Assist in coordinating the procurement of goods, services, and auction items for events * Collaborate as a member of the development team and engage in walk and other major events as assigned   **Third Party Events**   1. Oversight of supervision, cultivation, recruitment, training, coaching and recognition of event volunteers. Serve as lead for certain Third-Party Events |
| **Minimum Requirements:** |
| 1. Bachelor’s Degree 2. Strong presentation skills and adaptability 3. Strong ability to think analytically and develop detailed action plans 4. Excellent project management and interpersonal skills 5. Excellent communication skills – verbal, written and listening 6. Knowledge of the design program InDesign 7. Highly organized, self-motivated and efficient with attention to detail 8. Ability to represent Alzheimer’s San Diego in a professional manner 9. Proficient in the use of a personal computer and Google applications such as g-mail and google docs. 10. Prior experience with data base management 11. Ability to travel as needed to perform job duties 12. Ability to work evenings and weekends   The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The Associate will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.  Alzheimer’s San Diego is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.  Send Resume to: [mvanhoff@alzsd.org](mailto:mvanhoff@alzsd.org)  Subject line: Development Coordinator |