



PROJECT HOPE ALLIANCE, COSTA MESA, CA

Mission: Ending the cycle of homelessness, one child at a time.

Organization

Project Hope Alliance (PHA) is a nonprofit organization that seeks to end the cycle of homelessness, one child at a time. Since 1989, PHA has developed and successfully implemented programs that address the unique issues facing homeless children, which prevent them from realizing their full potential. Our unique and personalized programs empower children with hope and, more importantly, with the tools to help them complete their education and ultimately succeed in life.

PHA Philosophies:

1. We start with the conviction that **all things are possible** for homeless children.
2. We believe **our investment in children will** prevent adult homeless tomorrow.
4. We **serve children from birth to age 24** because we **believe journeying with them to adulthood will disrupt generational homelessness.**
5. **We help children by supporting their parents.**
6. We are **called** to provide children with opportunities and eliminate barriers so they are **free to believe** that **all things are possible for themselves.**
7. We **walk alongside children and youth in partnership**, giving them **dignity while fostering independence, stability, and HOPE.**
8. Our **work is not finished** until our **Community is able to meet the educational, social-emotional, opportunity, health and esteem needs** of children & youth experiencing homelessness.

Job Title: Development Coordinator

Reports to: Individual Gifts Officer

FSLA Classification: FT, Exempt

Supervises Others: No

Overview

The **Development Coordinator (DC)** is a full-time position that will coordinate critical development and relationship-building initiatives, including gift processing, donor appreciation, fundraising events, as well as a portion of PHA's external communication efforts.

The ideal DC candidate should be comfortable working independently, providing courteous and timely service to external constituents (donors, volunteers, etc.), and communicating with internal staff. The position is supervised by Individual Gifts Officer and provides direct support to the Individual Gifts Officer and the CEO.

Donor/Volunteer Stewardship

- Ensure accurate record keeping of donors, volunteers, gifts, and acknowledgement.
- Represent PHA in community outreach efforts
- Collaborate on a broad range of stewardship projects within the department, including, but not limited to, customizing donor/volunteer correspondence, maintaining donor/volunteer records, and providing high-level customer service to enhance the overall donor experience.
- Recruit PHA Development Team Interns/Americor Fellow and facilitate intern on-boarding

Special Events

- Assist with planning and execution of all fundraising events, including logistical details, and serving as a point of contact for vendors, sponsors, supporters, and volunteers
- Participates in the planning and delivery of solicitation and stewardship campaigns,
- Assist in producing and distributing event collateral, including invitations, brochures, sponsorship materials, name tags, etc. Initiate and coordinate support from the Individual Gifts Officer and outside designers as necessary.

External Communication

- In coordination with the Development Team: assist in the planning, development, and execution of e-newsletters, organization and program collateral, campaigns, communications.
- Contribute to planning of Social Media posts/communication
- Adhere to best practices in regards to PHA brand standards and maintain consistency (logo, content, images, etc.) across all channels of communication
- Bring fresh and innovative ideas to tell our story and reach our Communication objectives.
- Manage distribution lists for various communications, including the annual report, e-newsletters, etc. according to segmentation needs/guidelines.
- Manage and maintain website updates in coordination with the Development Team and web designer
- Maintain awareness of marketing trends, best practices, and technologies
- Ensure all marketing collateral is organized and easily accessible

Minimum Requirements

- Bachelor's degree and 3+ years of professional working experience
- Experience with donor databases (Salesforce preferred)

- Exemplary organizational skills, including handling multiple tasks, exercising good time management, and project management within teams.
- Professional, positive, and approachable attitude. Ability to work and communicate with a diverse group of people, as well as the ability to work independently.
- Experience with social media outreach
- A flexible schedule which includes some nights and weekends.
- Strong commitment to the mission and goals
- Excellent computer and digital skills, including Microsoft Office (Word, Excel, PowerPoint), Google Workspace, and familiarity with Canva, WordPress, and Adobe Creative Suite (Photoshop, InDesign, Illustrator)
-

PHYSICAL REQUIREMENTS

This is primarily a sedentary position that requires the ability to speak, hear, see, and lift small objects to 20 lbs. In addition, it may require the ability to travel locally and/or regionally. The above statements describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all required duties, responsibilities, and skills. Management reserves the right to modify, add, or remove tasks and assign other necessary responsibilities. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Resumes should be directed to Chris Farwell, Individual Giving Officer, at chris.f@projecthopealliance.org.

No telephone calls, please.
Project Hope Alliance
1954 Placentia Ave., Ste. 202
Costa Mesa, CA 92627
www.projecthopealliance.org