

Job Description – Development Coordinator

- Status:** Non-Exempt
Job Classification: 2
Hours: 1.0 FTE (Full-time, 40 hours, occasional evenings and weekends)
Schedule: In-person, Monday-Friday, 8am-5pm
Comp Range: \$27.76-\$30.32/hour (\$57,740-\$63,066/year)
Reports to: Chief Development and Communications Officer
Job Summary: The Development Coordinator supports agency fundraising with a focus on research, data analysis, donor stewardship, donor engagement, events, graphic design, and content creation for marketing.

DUTIES AND RESPONSIBILITIES

- Support donor stewardship efforts and help track and follow up on new and existing donor engagement.
- Support the development of new fundraising campaigns, events, and donor engagement opportunities.
- Identify and implement opportunities to expand the donor base through data segmentation, lead generation, cultivation, and/or research.
- Develop and implement marketing outreach and campaigns for events and WVCS programs, including newspapers, radio, and online, and participate with the marketing committee.
- Set up and run special advertising campaigns on Google Ads, and manage external marketing software vendors.
- Oversee, improve, and maintain the standard of organizational branding and lead all graphic design initiatives using Canva, Photoshop, and other design tools as needed.
- Conduct regular donor and donation analysis, generate reports, and report findings.
- Support the design and implementation of online fundraising campaigns, and use A/B split testing and clicks/returns to analyze impact and effectiveness.
- Oversee the setup and management of special online campaigns.
- Support website maintenance, the WVCS blog, and WVCS social media channels.
- Research and identify opportunities to partner with local schools, social organizations, and faith communities, on fundraising and/or collaborative projects.
- Maintain agency profile on Guidestar, Great Nonprofits, and other nonprofit rating sites.
- Research and identify new corporate partnerships and/or sponsorship opportunities.
- Support the expansion of corporate matching and giving programs.

West Valley Community Services believes that each employee makes a significant contribution to our success and should not be limited by the assigned responsibilities. This job description outlines primary duties, qualifications, and job scope, but is not intended to be a comprehensive description of job responsibilities. We expect each employee to offer their services as necessary to ensure the success of our endeavors.

QUALIFICATIONS

Job Description – Development Coordinator

- A minimum of two to four years of experience in a non-profit organization is preferred
- Expert level experience with Excel, analyzing or using data, preferably in a non-profit or administrative capacity preferred. Knowledge of pivot tables and vlookup is preferred.
- Excellent computer skills (Examples: Google Workspace, Microsoft Word, Excel, etc)
- Experience with using a CRM (Customer Relationship Management Software) preferred (Examples: Salesforce, LiveImpact, etc.)
- Established designing experience using Canva and or Adobe Photoshop/other similar tools.
- Ability to work with people from diverse backgrounds and/or with language barriers. Bilingual is highly desirable.
- Interpersonal skills with the ability to communicate in individual and group settings.
- Ability to embrace WVCS' mission to provide basic human needs with compassion and in a dignified environment.
- Valid California driver's license/ID and insured automobile preferred.

This position description intends to describe the general nature and level of work and is not intended to include all duties and responsibilities. Due to the nature of our client's needs and our agency's operations, responsibilities may be modified at any time.

ABOUT WEST VALLEY COMMUNITY SERVICES

West Valley Community Services is a nonprofit organization that has been providing safety net services to low income and homeless individuals and families in the West Valley region of Santa Clara County for more than 40 years. The mission of West Valley Community Services is to unite the community to fight hunger and homelessness. Our work is guided by the vision of a community where every person has food on the table and every person has a roof over their head.

At West Valley Community Services, we value:

- Compassion – We respond to the needs of others with sensitivity and kindness.
- Dignity – We treat everyone with honor and respect.
- Integrity – We operate with honesty and strong moral principles.
- Service – We bring together the community to help others.
- Diversity – We value each individual's uniqueness.
- Ingenuity - We approach our work with creativity and resourcefulness.

These values inform the work we do with our clients, our staff, our board members, and the community.

West Valley Community Services offers a range of safety net services to clients, including a food pantry, affordable housing, emergency financial assistance, a mobile food pantry, financial coaching, family support, case management, and referral services. We also partner with county agencies to ensure clients have access to public health and food assistance benefits. Our programs target families with children, at-risk youth, seniors,



Job Description – Development Coordinator

individuals, and disabled adults who are extremely low-income, living on a fixed income, homeless, or are at risk of becoming homeless.

West Valley Community Services is the only nonprofit agency helping the men, women, and children living in poverty in the West Valley communities of Cupertino, West San Jose, Monte Sereno, Saratoga, Los Gatos, and the surrounding mountain regions. We provide the most vital and basic human services to the community's neediest individuals and families.

At West Valley Community Services, diversity is one of our core values. We engage with a diverse community of clients, staff, volunteers, and donors, and believe diversity makes us stronger. We encourage people from all backgrounds and all identities to apply.

West Valley Community Services is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender identity/expression, age, religion, disability, sexual orientation, genetics, veteran status, marital status or any other characteristic protected by law.

Email Cover Letter and Resume to:

WVCS Jobs – HR hr@wvcommunityservices.org [Please indicate “Development Coordinator” in the subject line of the email]