



Job Posting-Development Coordinator

GENERAL JOB SUMMARY:

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 48 years. The mission of West Valley Community Services is to unite the community to fight hunger and homeless. 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.

West Valley Community Services is currently hiring a Development Coordinator to support 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.

Qualifications:

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- 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, Livelmpact, 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.

Compensation and Benefits:

- This is a full-time, non-exempt position
- 100% coverage of Kaiser Health Benefit-HMO Gold B for qualified Employees
- 100% coverage of Principal Dental & Vision Benefits for qualified Employees.
- Employee Assistance Program
- Cell phone stipend
- Vacation and personal days
- Generous holiday policy of 13 paid holidays
- 403(b) Retirement Plan with match
- Professional development opportunities

Salary:

- \$27.76-\$30.32/hour (\$57,740-\$63,066/year)

Schedule:

- 8-hour shift
- Day shift
- In-person, Monday-Friday, 8 am-5 pm, occasional evenings and weekends

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,



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disability, sexual orientation, genetics, veteran status, marital status or any other characteristic protected by law.

Application Process:

Applications will be reviewed on a rolling basis. To apply, please submit the following via email to HR hr@wvcommunityservices.org [Please indicate "Position title" in the subject line of the email]

- Letter of interest
- Resumé