



**INSPIRING  
YOUTH**

**Position Title:** Development Coordinator

**Reports To:** Vice President, Impact

**Type:** Full Time, Monday-Friday occasional weekend/evening as needed

**Compensation:** \$25-\$30 per hour

**Organization Summary:**

Junior Achievement of San Diego County (JA San Diego) empowers young people to own their economic success through Common Core-aligned K-12 programs focused on financial literacy, work readiness, and entrepreneurship. These programs enable students to make a connection between what they learn in school and how it can be applied in the real world—enhancing its relevance and increasing students’ awareness of the value of education, the importance of planning for the future, and the impact of their decisions. These early insights are essential building blocks for economic empowerment and self-sufficiency.

JA San Diego associates are known for their passion for the JA mission to empower youth and drive to build a bright future for San Diego. JA San Diego offers a collaborative, innovative, and inclusive work environment.

**Job Function:**

The Development Coordinator is responsible for providing logistical and administrative support to the JA San Diego Development team focused on fundraising, donor stewardship, and board management. The Development Coordinator’s primary function is to serve as the initial contact for the development department, organize and manage JA donor tracking systems, provide timely donor communication, support with grant research and writing, and serve as the main coordinator for the Board of Directors meetings, documents, and communications.

**Responsibilities:**

**Development Administration:**

- Serves as initial contact for Development Department, assisting in researching, tracking and maintaining fundraising pipeline and all active and potential donor opportunities.
- Responsible for rapid follow-up to the donor, volunteer, and staff requests and gifts.
- Responsible for administrative support to the executive leadership team (3 people)
- Manage stakeholder and board communication and gifts (birthdays, anniversaries, and thank you)
- Provides logistic support for coordination of board meetings and events, including organizing board meeting collateral, recording board meeting minutes, supporting with board onboarding orientation, etc.

### **Research, Donor Information, and Tracking:**

- Prepare documents for donor solicitations and stewardship. Producing personalized stewardship and impact reports and/or grant support as needed and in a timely manner.
- Ensure accuracy of donor information in the donor software system.
- Develop and ensure organized central files for donors and prospects.
- Responsible for the management of all Board lists, documents, and tracking of Board gift tracking on a monthly basis.
- Maintain and support with the organization and execution of the funding calendar to ensure timely submittal of grants, invoices, reports, pledges, etc.
- Assist with grant writing, grant reporting, and donor research.
- Coordinate weekly tracking meetings with the Database Coordinator.
- Support for development and JA events and programs.

### **Qualifications:**

- Live our values of People, Progress over Perfection, and Positivity
- Minimum of 2 years of experience in a corporate or non-profit administrative role.
- Strong oral, written, and organizational skills.
- Demonstrated ability to work in a high-pressure, fast-paced environment managing multiple tasks and meeting deadlines in a timely and accurate manner.
- Strong skills with all Microsoft Office applications and familiarity with database platforms.
- Strong interpersonal skills with demonstrated customer focus in dealing with a variety of constituents.
- Flexible with time; able to be on feet for long periods of time.
- Team player with a positive and enthusiastic attitude
- Ability to occasionally lift 20 pounds.

### **Benefits:**

- Medical (75% employer paid for staff and 50% for dependents), dental and vision (75% employer paid for staff and dependents), life (100% employer paid) and long-term disability insurance (employee paid)
- 401k plan with employer match
- PTO, Sick time, and paid time off for major holidays

### **To Apply:**

Send cover letter and resume to: Hanna Jensen, [hjensen@jasandiego.org](mailto:hjensen@jasandiego.org)

*This position description is a general overview of the duties to be performed by the employee occupying this position. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.*