

Marine Mammal Care Center Los Angeles

DEVELOPMENT COORDINATOR

Report to:

- Development Manager
- President/CEO

Term: At will

Base Hours: Up to 35 hours per week

Additional Hours: On approval

Work Location: Hospital & Education Facility (San Pedro)

Fundraising & Development Office (as needed)

Schedule: Arranged with President/CEO and Development Manager, to include some weekend coverage

Status Reports: Provide status reports to Development Manager

Training: Attend required staff development training

Compensation: \$25.00/hr

Position Description: Duties are subject to change.

RESPONSIBILITIES

Reporting to the Development Manager & President/CEO, the Development Coordinator is responsible for managing all donor information systems for MMCC fundraising and development programs. This includes reporting and analysis of data, gift processing and acknowledgments, as well as managing data import and data entry, data extraction, data quality initiatives, and other related activities. The Development Manager will be the lead contact for data analytics, working with key staff and stakeholders across MMCC to understand data needs and develop actionable insights.

Systems and Database Management:

- Manage all aspects of Raiser's Edge database including data integrity, updates and corrections.
- Develop effective and efficient systems to manage data connections and transfers between

Raiser's Edge and other MMCC systems.

- Manages processing of all gifts via mail, credit card, online, social and stock transfer.
- Attend regular Raiser's Edge Training classes to learn and stay up to date on the latest changes and best practices.
- Strategizes and manages implementation of data enrichment services, determining the best use of Raiser's Edge features to accomplish the goals of MMCC.
- Manages vendor relationships to support development operations.

Gift Entry, Acknowledgments & Reconciliation:

- Enter gifts into database with appropriate coding and packaging.
- Produces acknowledgement letters/tax receipts while checking for grammatical/typographical mistakes and knowledge of practical tax receipting protocol.
- Generates pledge reminders
- Manages the month-end process, trouble-shooting and auditing data to ensure the smooth transfer of data to the Accounting team

Events:

- Helps coordinate and plan development/fundraising events
- Works with the Development Manager and other team members and volunteers to execute fundraising events and participate in all fundraising events and campaigns.
- Presence at outreach events as needed
- Other event duties as assigned

Reporting and Other Functions:

- Office and administrative functions:
 - Checks MMCC voice messages and directs messages to appropriate party
 - Processes MMCC mail and packages and directs items to appropriate department
 - Maintains email and other administrative office functions for MMCC

- Develops reports and manages the regular distribution of data, including any reports requested by the Development Team
- Works with Development Team to support sharing of data and information across donor platforms and CRM.
- Produces queries, reports, lists needed by development staff as needed for mailings, events, board give/get, and moves management.
- Creates custom “dashboards” for development staff which demonstrate revenue progress in real-time, and manages tasks and actions.
- Train staff and interns on relevant database systems
- Oversee development interns and assistant
- Other duties as assigned

How to Apply:

Applications will be reviewed as received until an appropriate candidate is selected.

MMCC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment in the workplace.

If interested in applying for this position please send your CV, list of references, and a cover letter to development@marinemammalcare.org.

In the subject line please write your last name and Development Coordinator 2023.