

# Coronado Schools Foundation

## Development Coordinator

### Job Description

**Mission of the Foundation:** *Through community involvement and support, Coronado Schools Foundation raises and manages funds to provide exceptional learning experiences for all Coronado Unified School District students.*

**Position Overview:** Responsible for event management and execution under the Director of Development (DD), working with Professional 1099 Event Planner and event volunteer Chairs; manages volunteers for events and administrative duties; performs development tasks; and provides administrative support for DD and Chief Executive Officer (CEO). Interfaces with Coronado Schools Foundation Board Members, business partners, community members, volunteers, and Coronado Unified School District (CUSD) staff and students as needed.

**Reports to:** Director of Development (DD)

**Compensation:** Position is full-time non-exempt, \$15 to \$18/hour, with occasional flexibility needed on evenings or weekends. Eligible for medical benefits and paid time off benefits after 60-day introductory period per Employee Handbook.

**Hours of Operation:** The office is located at 201 Sixth Street, Coronado, CA, open weekdays from 8:30 am to 5 pm.

#### Education and Experience:

- Minimum of two years event management experience, nonprofit preferred, actually managing a large event (budget of \$150,000 or more and 250+attendees).
- Administrative experience and attention to detail, minimum of one year, nonprofit preferred.
- Project management skills and proven event execution with minimal oversight.
- Excellent Microsoft Office skills (EXCEL, WORD, Outlook and PowerPoint);
- Volunteer experience – has worked with volunteers – motivating, coordinating, scheduling effectively and recognizing on a consistent basis in order to build and sustain an active volunteer base.
- Software – Comfortable with learning new software programs including event and project management software, keeping abreast of annual updates to train staff and key volunteers.
- Budget and financial management skills as well as risk management assessment when making decisions.
- Strong communication skills, both oral and written.
- Effective communication skills when interfacing with Board Members, business partners, donors, and CUSD staff.
- Coronado “knowledge” a plus.
- College degree preferred, two-year minimum or relevant trade certification.

#### Qualifications:

- Proven event management success, both from a development and financial perspective.
- Works well under pressure, multi-tasked, and flexible in working with others to reach common goal.
- Successful sales experience, preferred in a nonprofit environment.
- Professional, self-motivated individual who can work towards agreed upon goals with minimal supervision while adhering to the highest ethical standards.
- Skillful time & work flow management
- Experience motivating, training, retaining and recognizing volunteers.
- Detail oriented with respect to planning, analysis and record keeping.
- Strong organizational skills yet flexible.
- Meet deadlines within established timelines.
- Excellent oral communication and writing skills.
- Understands budgets and working within an approved budget.

#### JOB FUNCTIONS:

##### Administrative:

- Produces donor thank you acknowledgement letters, envelopes and inserts (if applicable) weekly under the Director of Development (DD); may stuff letters once ready to mail.
- Generate reports as requested and drafts letters.

- Coordinate operational-related projects including ordering office supplies, decals, signage, and event or fundraising campaign-related materials.
- Coordinate CSF banners and signage placement with City of Coronado, CoSA at CHS, and other locations.
- Shares telephone and reception duties when working in office.
- Develops event budgets working with DD and understands interface with master CSF budget.
- Familiar with Internal Controls Manual, Personnel Manual and other manuals as applicable.
- Makes copies, scans and maintains development and business partner files with DD.
- Organizes CSF Original Files and maintains them with oversight of DD and CEO.
- Responsible for CSF storage areas of for office supplies and events.
- Ensures office has adequate supplies of necessary forms, including check request, leave request forms, out of office door signs, etc.
- Order office supplies and maintains inventories, per budget and approval from DD and CEO.
- Logs in donations/event reservations online and USPS mail on a daily basis.
- Works with Project Coordinator to ensure CSF website is updated in relation to events; responsible for updating dates and key information in a timely manner.
- Makes suggestions regarding marketing and outreach.
- Works with DD to determine appropriate recognition for volunteers, business partners and key donors.
- Other duties as assigned.

#### **Event Coordination:**

- Manages all aspects of major events in accordance with approved budget, working with DD, 1099 Event Planner, key staff and event chairs to develop event timeline, budgets, vendors for supplies, leading up to event as well as night of and follow up. Responsibilities include managing event management software and training of volunteers; auction item procurement and cataloguing, working within budgetary guidelines, and managing auctions for event, night of execution, and wrap up meetings and acknowledgements.
- Leads all Auction and Telethon planning meetings and manages project management software.
- Manages volunteer program – recruitment, training, for both events and office support, and determines appropriate recognition within budget.
- Events: Fall Benefit Auction at Hotel del Coronado with online auction, Change Maker Cocktail event, spring Telethon, spring donor/volunteer event, and work with DD and CEO on additional business & donor events.
- Orders all supplies for each event (includes awards for Spring donor event)
- Recruits in-kind items for CSF events/promotions in accordance with event goals; ensures accurate and timely processes all necessary paperwork and follows up to get ads by deadline, and updates virtual spreadsheet to keep staff apprised of progress.
- Organizes and manages CSF outside event storage area.
- Duties dovetail with DD in regard to business partners and donor outreach.
- Prepares monthly report that may be used at board, fundraising committee or executive committee meetings.
- Participates in Fundraising Committee meetings as well as Marketing Committee, if requested.
- Other duties as assigned.

#### **Performance Criteria:**

- Effective management of events both from a fundraising and entertainment perspective.
- Efficiently and accurately manage administrative and event systems in accordance with approved budget.
- Volunteer Management Program – effective development, implementation and coordination of volunteers.
- Maintain up to date computer and binders for each main event in order for effective cross-training and turnover.
- Responsible for inventories of both office and event partner storage trailers.
- Partnership with Auction team in overall success of auctions as compared to budget.
- New ideas to maximize business partner exposure in order to increase revenue for DD and CEO.
- Attend Fundraising Committee meetings and actively participate.
- Team player in regards to staff and volunteers, working toward a common goal.

**To apply for this position:** Send cover letter stating interest and outlining relevant experience (one page) with resume and one letter of recommendation (preferred but not mandatory) via e-mail to [csf@csfkids.org](mailto:csf@csfkids.org), mail to CSF, Attn: HR, 201 Sixth Street, Coronado, CA, 92118, or fax to 619-437-0340. Deadline: August 20, 2018, 5 pm.