



Anza-Borrego Foundation Job Description

Job Title: Development Coordinator

Reports To: Executive Director

FLSA Status: Non-Exempt, Full-time

Prepared Date: August 2021

Location: In response to the pandemic, all staff are working remotely. When office reopens, this position has flexibility to work from our Borrego Springs' office, or remotely, however in-person attendance is required at occasional programs and meetings throughout the year. Some travel in the region may be required.

Hours: 40 hours per week, Monday-Friday. Evenings, weekends, and holidays on occasion.

Hourly Range: \$24-26/ hour

About ABF

Anza-Borrego Foundation is the only nonprofit organization dedicated to supporting Anza-Borrego Desert State Park, California's largest state park located in San Diego, Imperial and Riverside Counties. Our programs for land conservation, adult and youth education, interpretive retail and research are designed to lead people to a greater understanding of and appreciation for California's dwindling wilderness. We serve not only local Park visitors but national and global visitors to our region.

ABF fulfills our commitment to our State Park partnership through cash support, services and education. We know we cannot meet these goals without equal commitment to our staff by supporting positive work culture focusing on strengths-based management, identifying and supporting our individual strengths to flourish. We are a small group of passionate employees, board members and volunteers that thrive on collaboration, innovation and learning through our effort to achieve excellence in partnerships.

Summary: The Development Coordinator (DC) is responsible for the data entry and strategy development to support a successful contributed income plan including: memberships, donations, major donor society, planned giving, events, and grants. The DC works closely with the Executive Director and Communications Specialist to develop and fulfill the strategic plan of ABF while seizing opportunities and building potential for the organization. The DC will collaborate with other ABF positions to meet fundraising goals of all programs and support excellent donor relationships to collectively raise more than \$600,000 annually.



Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Memberships and Donations: Track and report all transactions; analyze trends and develop strategy to increase retention and growth.
- Fundraising Events: Support planning and implementation of (two small events annually).
- Annual Appeal: Develop messaging and target audiences for fall and spring campaigns.
- Grant Writing: In collaboration with the Communications Specialist and department leads (land, education, retail, capacity building) apply for funding from private foundations, government agencies, and specific donor solicitations; report on spending and program impact.
- Donor Communication: Main point of contact, gift inquiries, tax letters, maintain accurate donor files.
- Planned Giving: Communication and solicitation of planned giving opportunity; works closely with Communications Specialist and Advancement Committee to achieve goals
- Major Donor Society: Support ED and Communications Specialist to engage, cultivate and grow membership including communications strategy and plan two small events annually.
- Advancement Committee: Maintain timely reporting; attend regular meetings; resource the committee with detailed development plan.
- Database Oversight (Neon CRM): Manage best practices for creating efficiency in creating donor reports, tracking donor communication, updates to system emails and letters.
- Innovation: Seek new and productive ways to increase individual contributions with strategy and use of technology.
- Occasional travel for donor engagement events and training; may include donor tours in Anza-Borrego Desert State Park.
- Regular, predictable attendance is required.

Supervisory Responsibilities: This job has no supervisory duties.

Measures of Performance: The Development Coordinator shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. *Oral Communication* – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Tailors the content of speech to the level and experience of the audience; Uses appropriate grammar and choice of words in oral speech; Organizes ideas clearly in oral speech; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
2. *Persuasive Communication* – Identifies and presents information or data that will have a strong effect on others; Selects language and examples tailored to the level and experience of the audience; Selects stories, analogies or examples to illustrate a point; Creates graphics, or presentations that display information clearly and with high impact.
3. *Written Communication* – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
4. *Interpersonal Skills* – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
5. *Planning/Organizing* – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
6. *Ethics* – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
7. *Business Acumen* – Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals
8. *Dependability* – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

9. *Building Collaborative Relationships* – Asks about the other persons' personal experiences, interests and family; Shows an interest in what others have to say; acknowledges their perspective and ideas; Recognizes the business concerns and perspectives of others; Tries to build relationships with people whose assistance, cooperation and support may be needed.

10. *Results Orientation* – Develops challenging but achievable goals; Develops clear goals for meetings and projects; Maintains commitment to goals in the face of obstacles and frustrations; finds or creates ways to measures performance against goals.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree (B.A.) or equivalent and 2+ years of related experience and/or training.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, members, governmental bodies/boards and the general public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.



Computer Skills:

To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products including excel, word/mail merge and other applicable programs. Knowledge of basic office equipment should include: Internet and email, copy machine, printers, postage meter and telephone.

Certificates, Licenses, Registrations: A current CA driver's license and proof of auto insurance are required.

Other Skills and Abilities: Experience with Neon CRM database or equivalent, experience with reporting and donor behavior analyzation.

Other Qualifications: Fundraising certificate a plus

Physical and Emotional Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is required to:

V – Very Often / F – Frequently / O – Occasionally / R - Rarely							
Sit	v	Use keyboard	v	Stoop, kneel, crouch or crawl	o	Hear	v
Stand	f	Use hands to feel	o	Climb or balance	r	Talk	v
Walk	o	Reach with hands/arms	f				

Must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



The noise level in the work environment is usually quiet with occasional noisy periods depending on office activity. Activity includes public visitation, meetings or events.

To apply, submit a cover letter and resume to Briana Puzzo at briana@theabf.org.



Anza Borrego Foundation Job Description Acknowledgement

Employee's Name:

Coordinator

Job Title: Development

FLSA Status: Non-Exempt

Reports To: Executive Director

Acknowledgements: I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that the company retains the right to change this job description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the "Essential Requirements" of the job outlined herein, except as noted here (If none, so state): _____

I certify that I am fully capable (with or without a reasonable accommodation) of performing all of the essential functions documented herein, and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

- I do not require an accommodation in order to perform the essential functions of this job as indicated in this job description.
- I require an accommodation in order to perform the essential function of this job as indicated on this job description. The accommodation I require is:

I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is "at will," for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.



Employee's Signature

Date

Supervisor's Signature

Date