



**Job Announcement  
Development Coordinator**

**First round of interviews: Rolling, starting July 23, 2019  
Anticipated start date: August 12, 2019**

---

**Job Title:** Development Coordinator

**Position Compensation Range:** \$45,100-\$51,000.00 annually, hourly, non-exempt

**Full-Time:** 100% FTE

**Benefits:** Medical, dental and vision insurance; paid time off/floating holidays, retirement plan

**Organization size:** 21

**Reports to:** Development Director

**Location(s):** Primary: Watsonville; Salinas on an "as needed" basis

**Please send Cover Letter, Resume, and 3 professional references to [ximena@digitalnest.org](mailto:ximena@digitalnest.org).**

### **OVERALL DESCRIPTION OF THE POSITION**

The Digital NEST, a California 501(c)3 non-profit youth workforce development center, CONNECTS youth to a skill-building community that TRANSFORMS them into professionals who can CREATE successful careers, innovative solutions, and prosperous communities. Since 2014, the NEST has served more than 2,200 youth between the ages of 14 to 24. and currently provides technical and essential workplace skills training to over 1000 active members at two locations, in Watsonville and Salinas.

The Development Coordinator will report to the Development Director and will assist throughout the office when necessary. They will perform administrative duties related to fundraising, marketing, and public relations and will gain firsthand experience in strategic planning to increase the capacity of a fast-growing non-profit organization. Additionally, the Development Coordinator will be involved with donor cultivation and stewardship activities related to non-profit fundraising and relationship management, including working with a team to create and implement the fundraising, development and communications strategy for Digital

NEST, as well as donor and grant research, tracking, and follow-up. This role is entry level and will serve as the catalyst for a successful career in non-profit fundraising and relationship management for the right candidate. As a part of the Digital NEST development team, the Development Coordinator will be engaged in work that is fast-paced, fun, creative, fulfilling and challenging.

### **OUR VALUES:**

At Digital NEST, we believe in a core set of values that allow us to nurture the full potential in the youth we serve, in our community, and in ourselves. People who work at the Digital NEST must:

- Act with love
- Hold people in positive regard
- Serve as a positive role-model for the values, attitudes, and behaviors that will inspire youth to live meaningful lives
- Embrace the open-minded sharing of ideas and perspectives within a multicultural workplace
- Promote equality, challenge injustice, expand opportunity, and empower individuals, families, and groups to participate in the economic, political, and cultural life of society.
- Promote and live a healthy lifestyle
- Act locally and think globally
- Be open to a co-creative process
- Value and promote a growth mindset

### **PRIMARY RESPONSIBILITIES:**

#### **Administrative Support:**

- Use our established procedures to track all donations, pledges, and other revenue
- Perform data entry of new donor information, updates, and transactions in donor database
- Track and document all donor/prospect touch points in donor database
- Create and Maintain a Development Calendar
- Donor prospect research:

- Write donor/prospect profiles, volunteer profiles
- Prospective Foundation/Funder/Corporate profiles
- Collect and organize NEST success/impact stories
- Prepare collateral and logistics for stakeholders, visitors and large groups (Focus Ag, Inside Ed) and ensure that visitors have an exciting, exceptional experience when they visit the NEST.
  - Make sure staff are informed about visitors
  - Prepare key staff for visitors
  - Create bio sheets about each visitor and distribute sheets to key staff
  - Plan followup
- Assist the Director of Development with fundraising campaigns
  - Annual Year-end Appeal
  - Spring/Summer Appeal
  - Heartwood Circle recurring donor campaign
- Organize and maintain Development folder on a shared drive
- Order organization collateral as directed
- Assist with invoicing, accounting, reporting, and other administrative functions as needed.
- Edit and proofread
  - Reports, letters, bios as requested
  - Digital NEST collateral
  - Website
- Present a weekly report to the Director of Development that includes important upcoming development deadlines, grant deadlines, events, meetings, and deliverables.
- Perform other administrative duties as assigned

### **Event Planning & Coordination**

- Plan & Coordinate fundraising events (Watsonville & Salinas Birthday parties, Watsonville Beer, Wine, & Art Walk, Thankathons, Shadowbrook Dinner, etc.) & donor cultivation events
  - Oversee tasks
  - Manage guest lists and invitations

- Coordinate social media and other announcements
- Train all staff on expectations and roles
- Coordinate follow-up
- Engage in the direct and indirect cultivation of donors at events where you represent Digital NEST.
- Occasionally work special events outside of normal work hours.

### **Donor Engagement**

- Prepare and send donor acknowledgment letters for email/physical mail within 72 hours of the date a gift is received
- Create and Maintain a Communications Calendar
- Write email and hardcopy letters as assigned
- Follow up on Executive Director or Director of Development communications with donors, supporters, stakeholders, etc.
- Write monthly “News from the NEST” newsletter for review by the Director of Development
- Develop effective working relationships with donors, volunteers, foundation representatives, board members, and other stakeholders to nurture their connection to Digital NEST.
- Coordinate social media posts (and other media outlets, as assigned).
- Coordinate mass mailings (Year-end campaign, etc.) as directed

### **Grants Support**

- Research new foundation grant opportunities based on Grant Strategic Goals set by Director of Development.
- Maintain records for all past, current, and potential grants
- Organize and maintain the Grant Development folder on a shared drive and in hard copy files
- Create and Maintain a Grants Calendar to:
  - track application & reporting deadlines, D&RT, and PBST forms, etc.

- inform the Executive Director/Enterprise Director/Director of Development, about the need for their participation/support in upcoming funder/foundation cultivation efforts and provide an overview of the support that is needed.
- Provide assistance with correspondence, invoicing, accounting, reporting, and other administrative functions as needed to ensure successful execution of the grant process

## QUALIFICATIONS:

- Interest and desire to be an impactful development professional
- Excellent written and verbal communication skills and knowledge of communication principles and practices.
- Knowledge of current and emerging social media tools.
- Bachelor's degree and at least one-year experience or a comparable combination of education and experience.
- A demonstrated ability with Google Suite and/or Microsoft Office Suite.
- Knowledge of database systems, such as Salesforce, DonorPerfect, Raiser's Edge, or similar systems.
- The ability to work efficiently, juggle tasks simultaneously, meet deadlines, and achieve goals with minimal direction.
- The ability to multitask and prioritize quickly and professionally in response to requests from the Executive Director and the Director of Development.
- Flexibility in varied job assignments.
- Willingness to pitch in when/where needed.
- Excellent interpersonal skills and ability to interact professionally with a wide range of people, including Digital NEST staff, colleagues, members, clients, and external organizations.
- Excellent communication skills and exceptional attention to detail and follow through.
- A valid California Noncommercial Driver's License
- Subject to and expected to comply with all applicable Digital NEST policies and procedures

- Appreciative of and commitment to further the mission, values, and goals of Digital NEST.
- Upbeat, positive attitude and good sense of humor a plus.
- An understanding of, and belief in, the mission of Digital NEST.

### PHYSICAL REQUIREMENTS:

- Maintain dexterity and coordination, sufficient to perform essential functions.
- Ability to sit for long periods of time performing desk-based computer tasks
- The ability to be mobile (including, but not limited to walking, bending, squatting, crouching, twisting, kneeling, reaching, etc.).
- Applicant must be free of any physical condition, which, in the opinion of their physician, could be substantially aggravated by the job requirements or result in injury to the applicant.
- Ability to lift/carry/push/pull objects that weigh up to 15 pounds as needed.

### OTHER REQUIREMENTS:

- Be an evangelist for: a) the NEST ethos, b) the positive aspects of communities in Watsonville and Salinas, c) the principles of culturally sensitive positive youth development, d) equity in education and opportunity and the standard of treatment/respect for individuals and groups that are vulnerable and/or under-represented in the dominant culture/current economy and e) communicating positive messages about career development to youth.
- Represent the NEST in a professional, constructive and compelling manner to major stakeholders, both externally and internally at meetings, on social media, at public events and in media products or written publications.
- Provide the general support to NEST fundraising efforts expected of all staff: showcase members and member work, speak articulately about programming and be a model representative and evangelist for Digital NEST in the community.

- Follow organizational policies and procedures (e.g. keeps calendars and other documentation up-to-date, attends mandatory meetings); proactively and promptly communicates problems with policies and procedures to supervisor
- Encourage Digital NEST Members to participate in NEST programs and a career development pathway.
- Serve as a positive role model for Members, especially in relation to holding others in positive regard, mutual respect social enterprise, career aspirations and becoming tech-savvy; live by and enforce the community code of behavior.
- Proactively provide co-workers with praise for work done well and with constructive criticism aimed at performance improvement
- Occasionally participate in NEST evening and weekend programs; facilitate youth involvement in these programs and events.
- Transport her/himself to NEST facilities and to outreach locations; occasionally transport NEST youth to programs/events.
- Performs other duties and tasks assigned by supervisor.
- Experience with Salesforce/NPSP a plus.

Digital NEST, Inc. is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

### **TO APPLY:**

Please send Cover Letter, Resume, and 3 professional references to [ximena@digitalnest.org](mailto:ximena@digitalnest.org).

In your Cover Letter, please include statements about why you are interested in working in nonprofit development, and why you are interested in working for Digital NEST in particular.