

JOB DESCRIPTION



Position: Development Program Coordinator

Reports to: Development and Communications Manager

Union Unit: Yes

FLSA: Non-Exempt

Job Type: Full Time

Position Summary

Centro Legal seeks a creative, proactive, knowledgeable, and dynamic Development Program Coordinator who thrives working in a fast-paced environment both independently and in a collaborative team setting. The Development Program Coordinator reports to the Development and Communications Manager and provides administrative support to the Development team, primarily in the areas of database management, gift tracking (including timely acknowledgments), creating templates and reports, assisting with fundraising campaigns, events, and the communications team.

Primary Responsibilities

- Process donations in Salesforce donor database and maintain all accurate donor records
- Clean up and maintain database and server
- Update acknowledgement templates according to campaign and audience
- Working with the Development team, help adapt community-centric fundraising principles to daily work and strategic projects
- Create, produce, and mail weekly donation acknowledgements
- Create weekly calls logs of major donors for executive team
- Design and produce gift reports in Salesforce, and reconcile with the finance department on a monthly basis
- Respond to donor inquiries as assigned
- Assist with the planning and coordination of various fundraising campaigns, including mailings and digital outreach
- Manage third-party donation sites
- Support all cultivation, stewardship and fundraising events, including the annual gala.
- Responsible for the maintenance and management of payment processing platforms
- Provide the development team with administrative support as needed.
- Other duties as assigned

Qualifications

First and foremost, the applicant must profoundly share Centro Legal's mission and vision of social justice. Qualifications include:

- Very strong writing, editing, critical thinking, and communications skills
- Very strong organizational and administrative skills
- Demonstrated commitment to serving low-income communities, Black communities, Indigenous communities, and communities of color

- Ability and enthusiasm to work in a highly collaborative team environment
- At least three years relevant work experience in the nonprofit sector
- Demonstrated ability to work and problem solve independently
- Demonstrable responsiveness and ability to consistently meet multiple deadlines
- Strong attention to detail
- Experience using Salesforce database required
- Experience using Mobile Cause or similar gift processing platform preferred
- Creative ability to frame stories in a way that appeals to different audiences
- Proficient in written and spoken Spanish (preferred)
- Alignment with Centro Legal's values and demonstrable commitment to anti-racist values

Compensation

Salary is competitive and commensurate with experience.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email: 1) cover letter, 2) resume, and 3) a list of three professional references. Include "**Development Coordinator**" in the subject line. Please email application materials directly to jobs@centrolegal.org

POSITION OPEN UNTIL FILLED

About Centro Legal de la Raza

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California.

For more information, visit our website: <https://centrolegal.org/>

Diversity Statement

Centro Legal's mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization's success. Centro Legal is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDs status, or

any other basis prohibited by law. Centro also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.