

JOB DESCRIPTION

Position: Development Systems 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 Systems Coordinator who thrives working in a fast-paced environment both independently and in a collaborative team setting. The Development Systems 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, and assisting with fundraising campaigns, and events.

Primary Responsibilities

- Database entry work for fundraising programs
- Process donations in CRM donor database and maintain all accurate donor records
- Produce reports in CRM, and reconcile with the finance department on a monthly basis
- Respond to donor inquiries as assigned
- Clean up and maintain database and server
- Responsible for the maintenance and management of payment processing platforms and third party donor platforms
- Working with a formal nonprofit fundraising unit- supporting fundraising functions including event support
- General administrative office work in a fundraising program
- Other duties as assigned

Qualifications

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

- Bilingual and Bicultural English and Spanish is a plus but not required.
- 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
- One to three years of 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 CRM database preferred
- Experience using gift processing platforms preferred

- Alignment with Centro Legal’s values and demonstrable commitment to anti-racist values

Compensation

Salary is competitive and commensurate with experience ranging from \$24.13-\$28.65. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December Holiday office closure at full pay.

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.