

**Title:** Development Coordinator

**Hours:** 20 hours / week (with potential to grow)

**Work Area:** Administration

## **Organization: Street Level Health Project Development Director Job Description**

Street Level Health Project is an Oakland-based non-profit organization dedicated to improving the health and well-being of underserved, urban, immigrant communities in the Bay Area. Street Level is “a safety net of the safety net” and serves as a point of entry to accessing health and other services for those most often overlooked and neglected, namely the uninsured underinsured, and recently arrived.

### **Position Description**

The Development Coordinator will work in collaboration with the Executive Director and the SLHP leadership team to support the organization’s financial growth and sustainability. They will be primarily responsible for helping reach annual fundraising goals by: researching new grant and government contract opportunities, gathering and preparing grant proposals and reports, maintaining our funder and contact database, as well as other fundraising and contract management communication and tasks. The Development Coordinator will also ensure that fundraising operations are maintained in an effective, up-to-date and accurate manner which includes the oversight of tracking and recording monetary and in-kind donations, writing acknowledgement letters, and conducting donor outreach and follow-up. Furthermore, they will act as a co-lead for special events including fundraising activities and our annual community holiday party. Lastly, this person will also serve as a liaison to the Board of Directors’ Fundraising Committee when appropriate. Skills that are critical in this position include the ability to manage multiple projects, visionary and community driven, and strong attention to detail.

### **Primarily Responsibilities:**

- Develop and execute Street Level Health Project’s annual fundraising plan in conjunction with Interim Executive Director and Leadership team
- Research and secure financial support from individuals, foundations and corporate sponsors with feedback from program staff
- Maintain communication with foundations and contractors and give periodic updates of SLHP events and activities.
- Maintain the Grants and Contracts and Corporate sponsors funding tracker in Google Docs in sync with Deadlines calendar in Google Calendar
- Oversee grant management, including maintaining grant data and deliverables and provide support to program managers to ensure goals are met.
- Work with program staff and data analyst to collect quantitative and qualitative data for preparation of reports

### **Donor Relations and Communications**

- Create and execute a strategy for a large sustained base of annual individual donors
- Oversee and execute direct mail, online campaigns, newsletter, and other related outreach, including preparation of printed materials for publication
- Co-lead planning of logistics for special events/activities
- Develop and maintain ongoing relationships with major donors, writing acknowledgement letters, and conducting donor outreach and follow-up.

- Work with IT/Website Consultant to upload photos, media coverage, and other content to SLHP website when needed, specifically for events and fundraising page.

### **Other Responsibilities**

- Participate in Street Level community events
- Participate in staff meetings as needed
- Participate in Board meetings and provide support to SLHP board annual fundraising plan
- Other duties as assigned

### **Qualifications:**

Street Level Health Project seeks a talented, self-motivated, organized, and deadline driven individual with the following qualifications:

- At least two years of experience in grant writing and contract management, philanthropy, and communications work experience in non-profit sector
- Commitment to working as part of a team in a collaborative working environment.
- Strong personal initiative and motivation
- Exceptional writing and excellent oral communication skills especially in writing and editing.
- Highly organized, thorough, and detail-oriented
- Ability to multi-task and manage several projects at once
- Familiarity or comfort ability with social media platforms(esp. Facebook and Twitter) and database management tools (ex. Salesforce, Network for Good, etc.)
- Demonstrated commitment to working towards social justice and understanding of current political and social contexts
- Commitment to movements for immigrant rights, workers rights, and health rights and increasing resources to population served.
- B.A. in relevant field, and/or previous work experience in a related field
- Bilingual Spanish strongly desired but not required

### **Salary and Benefits:**

This is a part-time, exempt position and is non-benefited. Starting hourly compensation range is \$36 to \$39 /hr, dependant on experience. Compensation may be reviewed after 6 month satisfactory employment, based on job performance and funding availability.

*Street Level Health Project (SLHP) is an equal opportunity and affirmative action employer, and does not discriminate on the basis of race, color, religion, sex, sexual orientation, ancestry, national origin, marital status, age, disability, gender, identity, HIV status and any other characteristic protected by local, state, or federal law, in any of its relationships with employees or employment applicants.*

**How to Apply:** Please submit cover letter detailing related experience and a resume to [jobs@streetlevelhealthproject.org](mailto:jobs@streetlevelhealthproject.org). Note job title in the email subject. This position will remain open until filled.