



POSITION: Development Coordinator

STATUS: Exempt

REPORT TO: Executive Director

The Development Coordinator position primarily carries out the implementation of fund development activities for current and potential areas of work at KAN-WIN. Given the duties of this position and the collaborative nature of the organization, this position will interface with all staff and volunteers, as well as with external constituents.

The Development Coordinator will provide support to and work in collaboration with the Executive Director and Associate Director depending on specific responsibilities. This position requires strong organizational, communication and writing skills and ability to prioritize as well as multi-task.

### Primary Responsibilities

#### **Development**

1. Contribute to organization's fundraising by:

- Assisting with preparing and writing of grant documents (government, foundation and corporation funds) including letters of inquiry, proposals, reports and contracts
- Researching grant prospects by identifying new programming area
- Coordinate individual donor cultivation and engagement activities through direct mail appeal processes, gift processing and acknowledgment, data integrity maintenance, running internal reports, and creating and implementing strategies to keep donors engaged.
- Working with the Executive Director and the Board fundraising committee to implement individual donor cultivation and engagement strategies and to garner corporate and other private sponsorships
- Creating and updating fundraising materials, including fundraising brochures, videos and other media items
- Serving as KAN-WIN ambassador at special events
- Coordinating logistics of the annual benefit gala and other special events by partnering with the event committee members: research and solicit sponsorships, determine décor, manage invitation production, RSVPs and programs, etc.
- Providing support for coordinating board-led fundraising events: attend meetings, take RSVPs, record minutes, and coordinate logistics
- Managing Salesforce (KAN-WIN's primary fundraising database platform) to maximize outcome of the fundraiser
- Coordinate other database that has fundraising related data

2. Identify and incorporate communications and marketing needs from every fundraising campaigns and ensure those needs are met

3. Support the management team with research and operations in respect of advancing agency's overall development goals

#### **Program and Support**

1. Provide programs that requires hands-on support, as needed

#### **Collective Involvement**

1. Join ad-hoc committees as needed (asset-based) in the interest of achieving KAN-WIN's strategic plan goals

2. Support KAN-WIN through representing KAN-WIN and building community networking in respect of KAN-

WIN's movement building strategies

3. Attend and actively participate in KAN-WIN's agency-wide activities

## **Qualifications**

### *Required*

- Education – Bachelor's degree or related degree
- Ability to communicate effectively in oral and written communications
- Demonstrated ability in working effectively in a team setting
- Leadership skills and ability to take initiative
- Experience with Excel and/or other database programs

### *Desired*

- Knowledge and experience with Salesforce
- Having a progressive perspective and commitment to the mission and goals of KAN-WIN
- Experience in not-for-profit organization budgeting, fundraising, and government contracts strongly preferred
- Completion of 40-hour domestic violence and/or sexual assault training
- Bilingual in English and in another Asian language
- Experience in the field of sexual assault and/or domestic violence in immigrant communities, social services or community organizing

## **How to Apply**

This job is open for online applications;

To apply, send following to: [hr@kanwin.org](mailto:hr@kanwin.org). Please specify "Application for Development Coordinator" in subject line, and attach the following materials:

- Resume
- Cover letter specifically referencing qualifications enumerated above
- A list of three references