

Job Description: Development Coordinator

Supervisor: Development Director



Riverside Educational Center

After School Tutoring and Enrichment

Job Summary

In partnership with the Development team, the Development Coordinator supports all of REC's development and communications efforts, including grant writing. This role requires project management and excellent communication skills at a minimum.

Responsibilities:

Communications

- Research and write articles, digital and printed newsletters, annual reports, advertisements and other communication materials for REC, in coordination with the Development Team and other REC staff.
- Coordinate website development and ongoing maintenance.
- Assist in building community awareness of REC, utilizing a variety of communication strategies.
- Assist in media relations.
- Create, manage and grow REC's online presence via social media.

Grant Writing/Management

- In coordination with the Executive Director, identify and manage new and existing grant opportunities.
- Grant writing, editing, and ongoing tracking.
- Track and assist with completing grant reports.

Fundraising

- In partnership with the Executive Director and Development Team, plan, organize, track, and support the annual Taste of Riverside event.
- In partnership with the Development Team, identify, create, and publicize additional fundraising opportunities.
- Work with the Administration Team on tracking donors and managing donor database.
- Create marketing materials to be distributed through a variety of channels.

Relationship Management

- Assist with thank you letters and donor recognition.
- Coordinate and implement special mailings, including holiday cards and other public relations campaigns.

Qualifications

- Bachelor's Degree plus 2-3 years of working experience
- Proficiency in Google Workspace
- Exceptional interpersonal skills and a commitment to representing REC with enthusiasm, warmth, and professionalism
- Outstanding written and oral communication skills
- Ability to design and create attractive marketing and communication materials
- Demonstrated success in building and growing a social media presence and engaging diverse communities
- The capacity to multitask and manage multiple projects and assignments, often with competing deadlines
- Experience using various graphic design and communications programs and platforms
- Writing sample, professional social media post and graphic design examples will be requested from finalists. These can be from previous work or created for the purposes of this position.

Position Details

- Full time
- Salary range \$40,000-\$44,000 - based on experience/with growth opportunities
- \$250 Monthly Health Stipend
- Monthly \$25 Cell Stipend
- 2 Weeks PTO