

## Development Coordinator

Children's Clinics is seeking a Full-Time Development Coordinator.

Located in beautiful Tucson, Arizona, Children's Clinics is a welcoming, integrated, outpatient medical facility serving Southern Arizona's children and their families. We provide over 25 medical and dental specialty clinics, primary care, behavioral health and outpatient rehabilitative therapy. The Clinic is centrally located and easily accessible. Join our team if you are mission driven and seeking a rewarding and fun career opportunity.

In addition to a competitive salary (Annual Salary Range is \$49,083 - \$73,625), we provide you and your family with a comprehensive benefits package including:

- Medical, Dental, Vision
- 401(k) with company match
- Group Term Life in addition to voluntary life insurance
- Corporate Care (sick child/adult/pet)
- Pet Care program
- Tuition reimbursement
- Paid Holidays, Paid Sick and Paid Time Off
- Supplemental insurance
- Flexible Work Strategies (depending on position)
- And more...

The Development Coordinator will work closely with leadership and collaborate with internal and external clients to support the development and execution of the annual fund development plan which includes individual giving, prospecting and cultivating strategies, stewardship, corporate and foundation relations, and grants. The Development Coordinator will increase philanthropic revenue, create efficiencies, standardize processes and communications and enhance donor/constituent relationships by developing and implementing annual plans. The successful candidate will be a highly self-motivated individual with effective oral and written communication skills, be skilled in collaborating with others to transform strategy into action, have the ability to analyze data to drive solution-oriented outcomes and have the ability to manage multiple projects simultaneously.

A Bachelor's degree and two or more years of experience in nonprofit fundraising required. Experience with a CRM or donor database, Adobe Creative Cloud Canva, Mailchimp, Constant Contact, and/or other digital media platforms including social media platforms preferred.

Please apply on-line at <https://www.childrensclinics.org/about/careers/>