

POSITION TITLE: Development Coordinator
CLASSIFICATION: Non-Exempt, Hourly
DEPARTMENT: Development
REPORTS TO: Senior Development Manager, Annual Giving
FULL TIME/PART TIME: Full Time
SALARY: \$18.75/hour
LOCATION: Tucson, Arizona



Youth On Their Own (YOTO) supports the high school graduation and continued success of youth experiencing homelessness. We strive to eliminate barriers to education and empower Pima County's housing insecure youth to stay in school. For over 36 years, we have supported this unique demographic by providing financial assistance, basic human needs, guidance, and more. We also assist our graduates in their pursuit of higher education, workplace readiness, and other opportunities for self-sufficiency.

OVERVIEW

The primary responsibility of the Development Coordinator is the application and administration of the donor database, Donor Perfect. In addition, the Coordinator is also responsible for providing administrative support to the Development & Communications department and participating in all fundraising activities including donor relations, marketing and communications, direct mail appeals, and special events.

ESSENTIAL DUTIES

Database Administration (70%)

- Process all donations in a timely manner and in compliance with auditing standards
- Enter donations into DonorPerfect with fidelity and efficiency to ensure accurate and timely records and reporting
- Generate and print error-free donor receipts to ensure prompt gift acknowledgement
- Mail merge letters and communications
- Pull mailing lists for direct mail appeals and communications
- Create and run fundraising and finance reports as requested
- Make updates or changes to DonorPerfect as requested by supervisors
- Maintain all donor contact information up-to-date through regular NCOA checks and individual donor record updates
- Maintain and manage confidential donor records with care and integrity
- Proactively assist the Finance Department during YOTO's annual audit by filing needed information properly and producing needed information / reports during the annual audit

Development Projects (30%)

- Coordinate with external vendors to run YOTO's online merch shop, including ensuring the timely delivery of merch items to supporters
- Produce multiple drafts of acknowledgement letters for each appeal, event, or initiative
- Assist and thank donors via phone and email
- Assist with all administrative details associated with, and attend if necessary, all special events including Third-Party Events (tasks may include maintaining guest lists, gathering and preparing registration materials and other duties as assigned for fundraising events)
- Complete other tasks as needed

Working Conditions:

- This position must be performed on site at the YOTO office in Tucson.
- This position requires prolonged periods of computer use / screen time.
- May be required to work out of doors with exposure to natural elements (sun, wind, rain etc) for an event.
- Work outside of normal office hours may be required including nights and weekends.
- Presence at specific events for extended periods that include standing, hauling material, and set up in various weather conditions, while speaking effectively with the public.

THE INTENT OF THIS JOB DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE ESSENTIAL DUTIES PERFORMED BY THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER JOB-RELATED TASKS OTHER THAN THOSE SPECIFICALLY PRESENTED IN THEIR JOB DESCRIPTION. YOUTH ON THEIR OWN RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME.

Minimum Required Qualifications:

- Deeply held passion for and commitment to the mission of Youth On Their Own
- High school diploma or equivalent
- 2+ years' experience in data entry and management, preferably with CRM (Customer Relationship Management) tools
- Ability to troubleshoot problems independently
- Goals-oriented outlook; ability to improve on existing processes to achieve results more accurately / efficiently
- High degree of integrity and ability to respect confidentiality of donor records
- Patience and strong customer service skills
- Impeccable attention to detail
- Excellent time management skills and an aptitude for proper task prioritization
- Proficiency in Microsoft Office programs, particularly in Word and Excel
- Ability to pass an annual background check with no felony convictions connected to theft or embezzlement or any conviction related to child abuse or misconduct
- Ability to receive Fingerprint Clearance Card
- YOTO requests that all employees receive the COVID-19 vaccine except in the following cases: 1) A medical exemption under the Americans with Disabilities Act or 2) A sincerely held religious belief protected under Title VII of the Civil Rights Act.

Preferred Qualifications:

- Experience with donor database software, particularly DonorPerfect
- Experience with mass email systems such as Constant Contact
- Knowledge of fundraising principles and practices to participate in the planning and implementation of an effective, well-rounded development team
- Bachelor's Degree in related field
- Bilingual Spanish / English
- People with lived experience in youth homelessness are encouraged to apply

COMPENSATION AND BENEFITS

New hires for this position start at a rate of \$18.75/hour. Competitive benefits include:

- 401k with up to 4% company match
- Health, Dental, and Vision insurance - *YOTO pays 100% of premiums for employees and contributes \$100/month for dependents on our health plan*
- Life insurance - *YOTO pays 100% of premiums*
- Short term disability insurance - *YOTO pays 100% of premiums*
- Thirteen paid holidays annually
- Accrued paid vacation time
- Unlimited paid sick time
- Free mental health services
- Professional development funds and tuition reimbursement

TO APPLY

The position will remain open until filled. To apply, please submit a cover letter, resume, and contact information for three professional references through this link. No phone calls please.

To apply: [BambooHR \(https://yoto.bamboohr.com/careers/33\)](https://yoto.bamboohr.com/careers/33)