DEVELOPMENT COORDINATOR (Nonprofit)

JOB DESCRIPTION

The LA Black Worker Center (LABWC) seeks a Development Coordinator ready to make history while working with the first Black Worker Center in California, an emerging lead voice on Black work and economic justice. We are building a world where Black workers thrive in an equitable economy that sustains and builds vibrant families and communities.

Position Summary

Under the direction of the Co-Executive Director of Operations and Finance, the Development Coordinator will work as part of the operations team for our evolving organization transitioning from a fiscally sponsored nonprofit project to an independent 501(c)3. The Development Coordinator will collaborate with staff and grant writer to help execute fundraising strategies with foundations, government, and individual donors. The ideal candidate is committed to social justice and is passionate about LABWC's mission to increase access to quality jobs, reduce employment discrimination, and improve industries that employ Black workers through action and unionization. The Development Coordinator is an excellent writer, communicator, detail-oriented administrator who can use online tools to engage donors.

Duties and Responsibilities:

- The Development Coordinator will support the design, implementation, and administration of fundraising plans for LABWC
- Assist the grant writer with authoring concept papers, letters of inquiry, proposals, and other documents that tell a compelling story of the LABWC's vision, history, and accomplishments to secure new and renewals grants
- Maintain a funding calendar that lists grant due dates and work with staff to prepare required reports or invoices to ensure timely submission to funders.
- Compile supporting documentation for proposals and grant reports that comprehensively reflect the scope of work completed to position the organization for continued funding partnerships
- Attend necessary grant workshops, support funder site visits, interact with and respond to funders' questions, and participate in relevant discussions and meetings
- Lead the development and implementation of an individual donor strategy, including communications and recognition of donors and prospects to build a member and sustainer donor base
- Research and identify prospective donors, proactively initiate sponsorship opportunities, oversee solicitation appeals and development materials
- Participate in planning events to coordinate and execute fundraising activities that enhance opportunities to cultivate prospective donors
- Work with the communications staff to promote all development and fundraising events through social, digital, and earned media
- Collaborate with the accounting staff to track and reconcile donations, gift, and pledge processing and send acknowledgments to donors and granting agencies
- Maintain grant and contract database records, including donor tracking and grant reporting.
- Provide ongoing ad hoc and quarterly reports of fundraising progress
Qualifications and Experience:
Must demonstrate a commitment to social and economic justice through collective/direct action, building collective power for Black workers, managing competing strategic priorities, working in a team environment with a willingness to work a flexible schedule some evenings and weekends when necessary, and the ability to work independently.

- More than two years of grant writing and fundraising experience or an equivalent combination of education and experience in fundraising, event planning, and donor relations
- Ability to write clearly and informatively and leverage data to make a compelling case for funding
- Excellent interpersonal and communications skills, both orally and in writing
- Highly proficient computer skills, including Word, Excel, PowerPoint, and email applications, are required.
- Experience with fundraising databases and platforms (EveryAction)
- Exceptional organizational skills and the ability to handle multiple tasks simultaneously; and meet deadlines, both independently and as part of a team
- Self-motivated, with strong problem-solving abilities and solid attention to detail.
- Driver license and access to an insured vehicle for work-related travel

COMPENSATION: Full-time position up to $26.00 an hour depending on experience and a generous benefits package. We are committed to our employees’ health, safety, and well-being by providing flexible work hours and wellness opportunities. We are temporarily on a hybrid work schedule with one office day per week when needed during COVID. Candidates who are vaccinated will receive priority consideration.

Application Process: This position is open for immediate hire. Email resume, cover letter, and a writing sample to careers@lablackworkercenter.org add "Development Coordinator" in the subject line. No phone calls, please.

LABWC, a project of Community Partners®, is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring. The LABWC is also an affirmative action employer. People of color, women, and LGBTQ are strongly encouraged to apply.