



DEVELOPMENT AND COMMUNICATIONS COORDINATOR

ORGANIZATIONAL BACKGROUND

Based on an award-winning national model, Horizons at San Francisco Friends School (SFFS) provides a free summer learning program that leverages a unique public/private partnership to address the opportunity and achievement gaps for K-8 public school students from low-income Mission District families. Horizons currently serves 120 students from Kindergarten through sixth grade and will continue to grow until the program serves 153 Kinder through 8th Graders in the summer of 2022. For more information about Horizons at SFFS, please visit our website: www.horizonsatsffs.org

POSITION OVERVIEW

Horizons at SFFS is seeking an enthusiastic nonprofit development professional to serve in the role of Development and Communications Coordinator. Reporting to the Executive Director, this role will support the growth and impact of Horizons' youth program by leading development strategies and leveraging communication efforts to achieve Horizons at SFFS' annual fundraising objectives.

The ideal candidate has experience in fundraising (including grant writing), communications, event planning, and working with databases. They are detail-oriented, organized, and able to manage multiple priorities and deadlines. The ideal candidate is excited to work as a team player with Horizons' staff and eager to help increase the quality and impact of Horizons' programs. They possess a personal commitment to educational equity and social justice and a strong desire to make a difference in the lives of low-income students and families.

ESSENTIAL JOB FUNCTIONS

Development 65%

Collaborate with the Executive Director to lead Horizons' annual fundraising strategy, including design and implementation of donor stewardship, fundraising event, annual appeal, peer-to-peer campaign, grant applications and data collection.

- Create and manage systems, strategies or schedules for effective donor outreach, segmentation, communication, cultivation, and stewardship
- Oversee the gift acknowledgement process, ensuring all gifts and pledges are stewarded in a timely fashion; generate pledge reminders, communicate and coordinate with the SFFS departments responsible for processing donations
- Collaborate with the Executive Director to cultivate relationships with current and prospective donors, local businesses, community partners, and members of the SFFS faculty and staff. Support in soliciting both in-kind and monetary support for Horizons, when appropriate.
- Create and manage systems, schedules and strategies for Horizons' Annual Winter Benefit. Including coordinating publicity, sponsorships, event software, and ticket sales, processing gifts, and supporting other event needs as appropriate.
- Generate Annual Appeal and Peer-to-Peer campaign materials, manage distribution, analyze results, and make recommendations to the ED and Development Committee to increase reach, participation, and gift level
- Research foundation and corporate grant prospects and support the timely submission and tracking of proposals and reports to funders
- Assist in the facilitation of planning and support for moves management of individual donors including compiling up-to-date biographical and readiness information on current and prospective donors and grants
- Use data to inform development and communications processes, present data to relevant parties to drive decision making.
- Ensure database entry and management of donor/grant information, notes, and opportunities
- Manage all aspects of the contact database including updating all constituent information, producing mailing labels and lists, creating and updating donor reports



Communications 35%

Align communications with development strategy to design marketing materials that deepen stakeholder awareness and understanding of Horizons' story and mission

- Leverage communications to build support and community both internally and externally.
- Draft content for Horizons at SFFS' website, print and digital publications and social networks (Facebook, Twitter, LinkedIn)
- Write and edit newsletters, create presentations, videos, brochures, annual reports, event materials, and other special communications.
- Curate impactful photos, videos and other relevant materials that capture Horizons' story
- Produce segmented mailing lists, to increase our reach and connection with stakeholders
- Provide communications support to programming as needed, including coordinating mailings, editing and compiling marketing materials to publicize program-wide events and activities

QUALIFICATIONS:

Required

- 2+ years experience in a development and/or marketing or communications role
- Understanding of and commitment to the Horizons at SFFS' mission and vision
- Reliable, collaborative and flexible
- Excellent oral and written communication skills
- Ability to manage multiple projects, prioritize effectively, and meet deadlines
- Detail oriented: accurate and efficient with a high level of analytic and problem-solving skills
- Event planning experience, cultivation and fundraising events is a plus
- Strong interpersonal skills, including ability to effectively relate to Horizons' diverse community of staff, partners, donors, volunteers, board members, children, and parents.
- Commitment to fundraising ethics and respect for confidentiality of donor information
- Positive attitude and strong work ethic
- Ability to give and receive feedback and work both independently and collaboratively
- Strong computer skills; proficiency with MS Office suite and Google apps required, experience with using a CRM; Salesforce, is a plus,
- 4-year college degree

Ideal

- Fluency in spoken and written Spanish
- Familiarity with website management, Adobe Photoshop and/or InDesign
- Experience and passion working with children, youth and/or low income families of color, including immigrant and monolingual families

Compensation

The position is full time (non exempt) throughout the year and includes participation in periodic evening and weekend events. The salary range for the Development and Communications Coordinator position is \$52,000–\$60,000, commensurate with experience. This position includes vacation, health, dental, retirement, and vision benefits.

To Apply: Please upload a pdf resume and cover letter, outlining your skills and experience to Laura Medina Quintanar, Executive Director of Horizons at San Francisco Friends School at lmedina @sffriendsschool.org with subject line "Horizons Development and Communications Coordinator" by June 26th.

Horizons at San Francisco Friends School is an equal opportunity employer.