



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: DONOR RELATIONS COORDINATOR

FLSA Status: FULL TIME, EXEMPT

Department: DEVELOPMENT

Reports to: DEVELOPMENT DIRECTOR

Pay Range: \$55,000- \$60,000

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

The Donor Relations Coordinator's duties and responsibilities are to increase the number of donors and supporters to El Centro de la Raza, cultivate and improve our relationship with donors, and support the organization in reaching its fundraising goals. This includes soliciting and processing gifts, communicating with donors and supporters, data entry and fiscal reconciliation, and fundraising related marketing, communications and social media. This position is part of the Development Team and supervises fund development work-studies, interns and volunteers. This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change at any time with or without notice. Requires a 6-month evaluation period.

ESSENTIAL QUALIFICATIONS:

- At least five years of work experience required
- 1-2 years of transferrable non-profit or fundraising experience preferred
- Bachelor's degree required; BA in journalism or literature preferred
- Strong oral and written communication skills required
- Demonstrates professionalism, positivity, accountability, teamwork and open communication
- Strong organizational skills and detail-oriented
- Passion for the mission, vision, values and principles of El Centro de la Raza
- Practices cultural sensitivity and anti-racism

ESSENTIAL FUNCTIONS:

- Create and send our eNewsletter 1-2 times per month and other targeted emails to our subscribers
- Identify, cultivate and solicit annual fund donors including mid-level donors
- Manage recognition, stewardship, calls and thank you letters to donors
- Process and reconcile all donations, inkind donations and pledges; enter data into Salesforce
- Manage and update database records and contact information
- Design and mail appeal letters for inkind, monetary donations and other requests
- Coordinate direct mail and online giving campaigns, appeal mailings, email campaigns, etc.
- Assist with auction item procurement and the annual auction gala
- Coordinate and write success stories and testimonials including photos

- Take pictures of programs and events as needed
- Attend/table at corporate, foundation and community events
- Manage marketing, outreach and social media for Fund Development related activities
- Promote staff involvement in fundraising through staff campaigns and gathering contacts
- Research donor prospects and track all donor notes in Salesforce
- Supervise fund development work-studies, interns and volunteers
- Coordinate Annual Christmas Tree Sale marketing, outreach and communications
- Provide reports like a Daily Gift Report, weekly updates and monthly Board reports
- Assist with house parties, donor events, Cafés, Cooking Classes and cultural events as needed
- Attend all team and organization meetings, events and activities as assigned
- Collaborate with all employees to achieve the mission and fundraising goals of the organization
- Performs other duties and responsibilities as assigned by the Development Director

SKILLS/TECHNICAL KNOWLEDGE:

- Computer proficiency, including Microsoft Office 365 and Adobe Creative Suite
- Experience with Salesforce, MailChimp, WordPress, social media platforms, Click & Pledge, Benevity or similar donation platforms or software. Familiarity with Salesforce Marketing Cloud is a plus.

WORKING CONDITIONS:

Works in a general office environment at EL Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule. May work different hours on different days. May require some local travel. This is a hybrid remote work position with the expectation to work at least 2 days in office and 3 days from home between 8:00a.m. – 5:00p.m. Full-time in office work will be required during weeks before, during and after some events, projects, to meet deadlines and for unexpected reasons. El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 40 lbs. and move large boxes of donations, furniture, etc. as needed

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.



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Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file

REV: 07/2021