



Development Coordinator

Part-time Non-exempt
Position Description

The Organization

One Life Counseling Center is a nonprofit counseling center serving the San Mateo and San Francisco Counties. We believe mental health services should be easily accessible, readily available, and culturally informed. We have over 90 skilled therapists who provide counseling for anyone at any cost. Our partnerships with local schools focus on mental health education and resources and our outreach programs assist the community with basic needs, such as food and other necessities.

For more information about the organization, please visit our website:

www.onelifecounselingcenter.com

The Opportunity

Working under the supervision of the Chief Operation Officer and in collaboration with a team of mental health professionals, this position will provide fundraising and development support, specifically with individual donors, corporate partners, and events. Average of thirteen hours per week.

Key Responsibilities

Individual Giving

- Implements the end-of-year and spring campaigns, including drafting all materials, letters, newsletters and fundraising efforts through social media, mailings, email blasts, and other direct donor follow-up.
- Works with staff and volunteers to compile compelling videos to use in communications.
- Supports the COO, CEO, Board of Directors and Fund Development Committee with peer-to-peer fundraising within their networks and other outreach activities and donor follow-up.

- Tracks all donor related information in the database and generates acknowledgement letters, tax statements and donor reports.

Corporate Fundraising

- Assist in growth of the corporate annual partnership program, which raises unrestricted funds from local businesses and area companies.
- Conducts ongoing research to identify potential alignment of corporations and businesses with the mission of One Life and outlines opportunities that are mutually beneficial.
- Works closely with the CEO, COO, Board of Directors and Fund Development Committee to solicit and secure annual corporate partnerships by helping to leverage networks and manage timelines and follow-up.
- Ensures that ongoing cultivation, stewardship and recognition is taking place throughout the year.

Event Planning

- Leads the logistical planning and vendor support for three annual events: a fall fundraising dinner and auction for 200 people (9/21/23), a small winter reception that features a mental health panel (2/8/23), and a community-based event (TBD) to increase awareness of One Life's programs and services.
- Assist in drafting marketing messaging through pre-and post event communications, mailings, social media, targeted appeals, email, event signage and materials, etc.
- Manage project timelines to ensure that events and communications are prepared in advance, including incremental steps, reviews, and design and that all members of the leadership team are included in progress updates.
- Actively manage the action and raffle for the September fundraiser, including the solicitation of donations and items, messaging and packaging of items, as well as the day of logistics.

Administrative Support

- Support all development administrative functions, including data entry, gift acknowledgment, account reconciliation and reports in DonorPerfect.
- Tracks all individual and corporate information in the donor database, including cultivation activities, event information, and prospects.
- Collaborate with the Fund Development Committee and work closely with the chair of this committee on agendas and communications to maximize the fundraising efforts.
- Works closely with the Director of Community Outreach on donor related materials such as the annual impact report and social media posts.

- Occasional additional ad-hoc items

Qualifications & Characteristics

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- At least one year previous experience of development
- Excel/Google Sheets/other spreadsheet experience
- Able to learn donor platforms DonorPerfect, Ready Set Auction and more
- Strong written, grammar and communication skills
- Strong Attention to detail, time management and organizational skills
- Ability to work independently with minimal supervision
- Willingness to promote the mission, values and vision of OLC
- Must be able to work 10 - 15 hours per week in office

Additional Characteristics of Strong Candidates

- Understands how to balance the mission of mental health with fundraising communication
- Commitment to supporting an organizational culture that seeks to understand different perspectives and embraces diversity, equity, and inclusion

Benefits

In addition, OLC offers health, vision, dental benefits and voluntary benefits through Colonial Life. California law requires employers to provide at least **one hour of paid sick leave for every 30 hours worked**. For full-time workers, this works out to at least three days of paid sick leave per year. OLC offers hybrid remote and flexible hours.

Compensation

OLC is prepared to offer \$27 - \$30 hourly wage pending on experience of candidate