



## JOB DESCRIPTION

### Fund Development Coordinator

**Reporting to:** Director of Fund Development (DOFD)

**Location:** Santa Ana, CA

**Website:** <https://blindkids.org/>

OneOC is proud to partner with Blind Children's Learning Center in the recruitment of the Fund Development Coordinator.

### ORGANIZATION OVERVIEW

Blind Children's Learning Center (BCLC) has successfully fostered a spirit of independence and integration into the sighted world for 59 years. On average, over 250 families of children with visual impairments from birth to age 22 participate in BCLC's comprehensive programs each year. The Center is recognized as a model of excellence in early intervention and is used as a training site for interns and residents from Colleges and Universities throughout Los Angeles and Orange County.

To further demonstrate a standard of excellence, BCLC has attained Charity Navigator's coveted **4-star rating** for demonstrating financial health and commitment to accountability and GuideStar's **Platinum Status** to reflect an increase in publicly reported outcomes.



### MISSION

The mission of BCLC is to prepare children with visual impairments for a life of independence through early intervention, education, and family support.



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## STRATEGIC PLAN

The Blind Children's Learning Center (BCLC) **recently announced a bold new strategic plan to evolve its services** to meet the changing needs of children with visual impairments, and their families. The plan will allow BCLC to **double its impact and reach 500 children** throughout Orange County.



## THE OPPORTUNITY

To meet the ambitious mission and programmatic objectives of BCLC's strategic plan, the Development Department drives and stewards the organization's relationships with its funders working to secure foundation grants, corporate sponsorships, and individual giving.

Reporting to the DOFD, the **Fund Development Coordinator** effectively assists with a growing annual giving program and the accompanying database donors. The Coordinator supports multiple direct mail and email campaigns, list management, and special events.

### Scope of Responsibility:

#### Gift Administration:

- Manages gift entry and acknowledgement for all donations.
- Produces customized reports and updates letters aimed at renewing or upgrading donors.
- Coordinates monthly pledge schedule and reminders.
- Manages database lists and reports for all direct mail and email appeals.
- Maintains accurate database, digital correspondence, and hard-copy donor records.
- Fulfills donor recognition strategies.



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**Administrative Support:**

- Assists DOFD with calendaring meetings and donor visits.
- Provides general administrative support (email/ letter correspondence, mailing preparation, Excel spreadsheets, PowerPoint presentations, document copying, scanning, and filing.)
- Assists with managing grant proposals via calendar tracking.

**Special Events and Donor Stewardship:**

- Assists with crafting written donor correspondences including regularly updated donor acknowledgment letter templates, email updates, and impact statements based on provided data and anecdotes.
- Assists with special events including event logistics, vendor selection and management, and registration process.
- Helps manage volunteer committees that support events.
- Coordinates invitation mailings and track event registration.
- Manages donor phone calls and public inquiries.

**General:**

- Participates in training, supervision, and meetings.
- Complies with organizational guidelines and HIPAA health care laws and regulations.
- Attends Monthly All Staff Meetings.
- Attends regular meetings with Supervisor.
- Conducts self in accordance with BCLC's Mission, Vision and Values at all times.
- Other professional, job related duties.

**Knowledge and Skills:**

- High Proficiency in Microsoft Office Suite including Excel, Outlook, Word, and PowerPoint.
- Ability to work independently to resolve problems while using judgement to identify those situations that require supervisor intervention.
- Possesses a strong attention to detail; ensures written and verbal outputs are clear, grammatically correct and with appropriate tone.
- Possesses superior verbal and communication and presentation skills.
- Able to manage many projects in a team environment as well as individually with little supervision.
- Able to maintain confidentiality, with commitment to professional ethics.



- Has a proven understanding of fundraising and event marketing and promotions practices.

**Education & Experience Required:**

- Bachelor's degree in Communications, Business, or Non-Profit Management preferred.
- At least one (1) year non-profit CRM software experience (BlackBaud, RazorsEdge, ETapestry).
- An equivalent substitute of work and education may be considered.

**Health Requirements:**

Must stay up to date on vaccinations required by Licensing with the additional requirement for the COVID-19 vaccine within 90 days of employment.

**Physical Expectations:**

Sitting and walking, with daily occasional stooping, reaching, and bending. Occasional lifting up to thirty pounds. Hearing must be in the normal range for telephone and personal communication. Requires manual dexterity sufficient to operate keyboards and other office equipment.

**CONTACT INFORMATION**

Please send resumes to:

sbrooks@oneoc.org

714-597-8951

Direct all correspondence, emails, and telephone calls to OneOC. Any resumes sent, or telephone calls made to BCLC will be redirected to OneOC.

*BCLC is an equal opportunity employer.*



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