DEVELOPMENT COORDINATOR- PROJECT KINSHIP
JOB ANNOUNCEMENT

TITLE Development Coordinator- Project Kinship
FLSA STATUS Non-Exempt
PAY CLASS Full-Time
REPORTS TO Executive Director
LOCATION Santa Ana, California, and/or Remote

Job Summary The Development Coordinator’s primary responsibility is to provide support and coordination to help build and implement the organizations growth in the areas of solicitation of major gifts, federal and state grants, special events, and corporate and foundation support. This position will also focus on fundraising events and organization awareness in the community. We are searching for someone with experience planning meetings and events, experience in managing multiple projects, experience in both non-profit and corporate events and interacting with senior management and volunteers.

Education/Experience Requirements Minimum requirements include:

- Bachelor’s degree from an accredited college or university.
- Valid California Driver’s License and transportation to travel to meetings, conferences and trainings.
- At least three years of donor relationships is preferred. Experience in corporate sales and/or a marketing role generating new revenue will also be considered.
- Demonstrated success in securing major gifts from individual donors, churches and corporations.

Compensation $25.00 to $30.50 per hour

Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- Part-time employees (29 hours per week or less): paid sick leave

Company Summary

Founded in 2014 as a fiscally sponsored project of Charitable Ventures of Orange County, Project
Kinship’s mission is to provide support and training to lives impacted by incarceration, gangs, and violence through hope, healing, and transformation. Project Kinship provides services to address the needs of the reentry population that include both direct service and capacity training for systems and community agencies. Project Kinship’s staff provides emotional support and advocacy as they assist individuals through the stages of re-entry and system network of care. A strong emphasis is centered on promoting system care access, individual and family driven case management services, short-term individual and group counseling services, group educational/skills classes, and short-term group support services, program participants are provided with supports that help develop the coping skills that to lead meaningful and productive lives.

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. We provide incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

We maximize the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and we’re considered an essential part of the nonprofit sector infrastructure in Southern California.

Since inception, Charitable Ventures has fiscally sponsored more than 62 Projects that address a wide array of social issues.

In 2020, Charitable Ventures anticipates sponsoring more than 35 active projects on track to raise between $14 and $16 million in revenue.

Applications: Please send cover letter and resume to HR@charitableventuresoc.org.

Charitable Ventures is committed to the principle of equal employment opportunity.