



## POSITION DESCRIPTION

**Position Title:** Fund Development Coordinator

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**Reports to:** Executive Director/Director of Programs & Policy    **Entity:** Community Health Initiative of Orange County  
**FLSA Classification:** Exempt FT

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### Job Brief

The Fund Development Coordinator plays a key role in achieving CHIOC's fundraising goals and supporting its long-term sustainability. The Coordinator serves as lead staff for CHIOC's annual event, funder research, and writing and managing grant proposals. In collaboration with the leadership team, he/she also will assist in implementing other components of CHIOC's fund development plan and maintaining the organization's donor database.

### Characteristic Duties and Responsibilities

- Researching, writing, and supporting submission of public and private grant proposals and contract opportunities
- Preparing grant reports for funders
- Coordinating and attending meetings with Executive Director and Director of Programs & Policy to discuss strategies for proposals
- Advising the team in meeting benchmarks for grants and contracts
- Managing logistics, venue, and set up/strike of annual event
- Creating and monitoring special events budgets

### Knowledge, Skills, and Abilities

- Knowledge of grant and event planning methodologies (e.g., critical path planning and strategy)
- Proficiency with MS Office, EventBrite, MailChimp, and/or other database systems
- Excellent writing, communication, planning, and organizational skills
- Demonstrated ability to work with confidential information
- Ability to accurately review and complete detailed narrative grant reports
- Ability to take responsibility and function under minimal supervision
- Ability to work with a wide range of people
- Ability to meet project deadlines and deliverables

## Minimum Requirements

- **Education:** Bachelor's degree preferred in English, Communications, or a related field such as Health Care, Marketing, or Business
- **Experience:** At least 2 years of grant writing experience and event planning

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**\*Interested Individuals please forward cover letter and resume to [help@chioc.org](mailto:help@chioc.org)**