

Contact:
916.294.7426
info@hands4hopeyouth.org
www.hands4hopeyouth.org



Mailing Address:
3941 Park Dr. 20-264
El Dorado Hills, CA 95762

Donor Relations Coordinator

20-25 hours/week

Pay range: \$21 - \$24/hour + Overtime

Hybrid - in office 2x/week

How To Apply:

Please send the following documents to HR@hands4hopeyouth.org :

- Resume
- Cover letter

Candidates who move forward in the selection process may be asked to provide up to three references and letters of recommendation, and may be asked for supplemental information such as writing samples.

Position is open until filled.

Our Mission:

Established in 2008, Hands4Hope - Youth Making A Difference is a youth-driven organization with Education and Community Engagement Programs that use the service-learning strategy to inspire and empower youth in leadership and service. Hands4Hope strives to develop and nurture youth leaders in our community into socially responsible, civic-minded residents who have compassion for others; who engage in action to bring about change; and who work for a safe, vital community. Hands4Hope youth create and plan their own projects to support local charities and address unmet community needs. Hands4Hope provides amazing opportunities for youth to gain invaluable hands-on experience and skills.

Applicants must have an understanding of and commitment to the mission of Hands4Hope - Youth Making A Difference, and a passion for fostering youth empowerment and community service.

Job Summary:

The Donor Relations Coordinator will support the Executive Director in the overall administration and operational oversight of Hands4Hope - Youth Making A Difference fundraising and stakeholder engagement, management, and retention. This includes supporting the development and execution of fundraising and communication plans to meet the organization's fundraising goals, coordinating the planning and execution of fundraising and donor appreciation events, assisting with management of the donor database, coordinating print, digital, and social media content, and helping strategize new ways to engage and retain donors. The Donor Relations Coordinator will support the staff liaison to the External Affairs Committee and any subcommittees, and will assist with cultivating relationships with donors/sponsors, Board members, adult volunteers, youth participants, vendors, and staff. The Donor Relations Coordinator reports to the Executive Director.

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Essential Duties and Key Responsibilities:

Fundraising and Donation Management:

- Support the implementation of the comprehensive fundraising strategy to meet annual financial goals.
- Oversee the management and growth of the donor database, ensuring prompt and accurate acknowledgment, recognition, and engagement with donors.
- Coordinate the planning and execution of fundraising events and campaigns.
- Coordinate the management and growth of the donor database, ensuring timely and accurate donor recognition and communication.
- Develop, maintain, and follow fundraising guidelines and best practices, ensuring the organization is working within the highest of ethical practices.

Donor Cultivation and Stewardship:

- Assist in building and maintaining relationships with current and potential donors.
- Coordinate the creation and implementation, with input and support from the External Affairs Committee, a comprehensive donor communication plan, incorporating recognition and appreciation activities
- Create and deliver, in collaboration with the Communications & Fundraising Coordinator, engaging donor communications, including newsletters, impact reports, and thank-you letters.
- Segment donors and help develop and implement personalized cultivation and stewardship plans.

Grant Writing and Management:

- Collaborate with the Executive and Deputy/Program Directors, compelling grant proposals and reports to foundations and other funding sources.
- Monitor and manage grant calendar and compliance and, in collaboration with the Deputy/Program Director, manage grant reporting requirements.

Collaboration and Support:

- Work closely with the Executive Director, Deputy/Program Director, and Board External Affairs Committee/subcommittees to align fundraising efforts with organizational goals.
- Coordinate, in collaboration with the Communications & Fundraising Coordinator, the development of marketing materials and strategies to enhance fundraising initiatives.
- Work closely with the Outreach Coordinator to create and implement a donor and adult volunteer appreciation plan.

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- Participate in strategic planning sessions and contribute to organizational growth and development.
- Support the External Affairs and Events Committees and Chairs with agenda preparation, meeting facilitation, minutes, meeting reminders, and follow-up deliverables.
- Attend and support Board Meetings and community events as needed.
- Perform other duties as required or assigned by the Executive Director.

Required Qualifications:

- Minimum of 1 year of experience in fundraising, project management, donor relations
- Grant writing experience preferred
- Bachelor's degree or equivalent experience in nonprofit administration, development, marketing, communications, or a similar field is preferred
- Proven track record of meeting or exceeding fundraising goals
- 1+ years of project management experience
- Proficiency in donor management software, Google Workspace, and Microsoft Office Suite is preferred
- Experience working with youth-focused nonprofit preferred
- Knowledge of the El Dorado and Sacramento County area and statewide philanthropic landscape
- Successful completion of background investigation

Required Knowledge, Skills, and Abilities:

- Fundraising - Coordinate the planning, organization, and direction of fundraising campaigns which include multiple components
- Grant Writing - Research and assist in writing/proofreading grants
- Leadership/Team Management - Ability to motivate, guide, and collaborate
- Organization Skills - Strong organizational and project management skills
- Collaboration - Work with diverse groups, including staff and committees, to set/reach goals
- Communication - Excellent written and verbal communication skills
- Financial Management - Manage overall fundraising budget, in addition to event budgets
- Negotiation - Negotiate sponsorship agreements in addition to short-term contracts and purchase agreements for events/fundraisers
- Analysis Skills - Gather and analyze donor data to create targeted communication and campaigns
- Stewardship - Skills, knowledge, and experience in the design and execution of stewardship and donor relations activities
- Ability to be flexible and adjust to changes

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- Ability to perform tasks in a physical work office environment
- Ability to work independently and as part of a team
- Ability to adhere to Hands4Hope - Youth Making A Differences's confidentiality guidelines
- Ability to interface well within all facets of Hands4Hope - Youth Making A Difference and represent Hands4Hope - Youth Making A Difference in a highly professional manner.

Working Hours:

- Standard Working hours: 20 hours per week; at times working more, with applicable overtime
- Standard Working Schedule: 11:15AM to 4:30 PM, Monday through Thursday (flexible)
- Available to work early mornings, evenings, and weekends as needed for events and meetings
- Hybrid work arrangement with both remote and in-office responsibilities, typically required in-office 2x a week

Travel Requirements:

- Frequent local travel for meetings and events
- Occasional out-of-city travel for conferences and training
- Proof of valid driver's license and insurance
- Access to reliable transportation

Must be willing to be trained as a:

- A LGBTQ+ Ally

Disclaimer:

Hands4Hope - Youth Making A Difference is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law.

Candidates must be eligible to work in the United States without sponsorship. Candidates will be required to undergo a criminal background check prior to hire.