



**Title:** Development Coordinator  
**Reports to:** Director of Development  
**Status:** Non-exempt  
**Location:** Los Angeles, CA (Hybrid)

Griffith Observatory Foundation is the exclusive non-profit partner of Griffith Observatory, which is owned and operated by the City of Los Angeles, Recreation and Parks Department. Our mission is to support and promote Griffith Observatory as a home for science literacy, education, and public astronomy through resource development and advocacy in partnership with the community. Our organization offers a positive work environment, resourceful and kind colleagues, a healthy work/life balance, all within the dome of Los Angeles' most iconic institution.

The Development Coordinator is a vital member of the Griffith Observatory Foundation team. Our ideal candidate is skilled at building relationships and shares our community's enthusiasm for our mission. This passionate and enthusiastic fundraiser manages relationships with supporters (donors and members) up to the \$1,000 annual-giving level via retention and increasing support by organizing individual donor activities, providing stewardship to current supporters, and developing new plans for membership retention and individual donor growth.

#### **Donor Stewardship and Engagement**

- Build and maintain relationships with individual supporters at fundraising and stewardship activities and events
- Manage membership program
- Move donors through the engagement continuum, develop and implement a plan for membership retention and individual donor growth
- Work with Director of Development and other colleagues to assist with visits, stewardship events, and special recognition opportunities, in alignment with established stewardship levels and protocols
- In collaboration with the Communications and Foundation Services Teams prepare and send communications to current and prospective members and donors through various platforms
- Responds to e-mails and calls, and provides customer service to ensure supporters are satisfied
- Manage special donor requests and fulfillment of member benefits

#### **Administration**

- Database (Blackbaud Altru): consistent recording of donor interactions, track donor activity and notes for cultivation and stewardship purposes
- Conduct prospect research, analyze data, and make portfolio recommendations
- Work alongside the team to implement special cultivation initiatives
- Ensures that project/department milestones/goals are met and adhere to approved budgets
- Any other task relevant to these duties or as assigned by the Director of Development



## REQUIREMENTS

2+ years of administrative experience in a fast-paced, service-oriented environment with exposure to communications and fundraising highly preferred. Experience in successful fundraising, and/or working with a board and understanding scheduling and experience in Blackbaud CRM or another donor database. Flexibility to work through action items as assigned and support the entire team as needed. Great communication and written skills are required. Excellent Microsoft Office and Google Suite skills, Blackbaud or similar donor database experience, and coordinator experience in a fundraising or non-profit organization. Effective communication while managing multiple expectations is highly preferred. Ability to work some evenings and weekends. Proof of COVID-19 vaccinations, and required to wear a mask on site.

## BENEFITS

Griffith Observatory Foundation offers a competitive benefits package that includes: 100% paid medical plan; \$500 flex spending for dental, vision and medical expenses; employer contribution to 401K plan; two weeks paid vacation; 13 paid holidays; accrued sick time off; and complimentary parking at Griffith Observatory.

**SALARY** \$50,000 - \$65,000

## APPLICATION INSTRUCTIONS

Please email a letter of interest and resume to [apply@griffithobservatoryfoundation.org](mailto:apply@griffithobservatoryfoundation.org) with the subject line Development Coordinator.

*Griffith Observatory Foundation is an equal opportunity employer, as such applications are encouraged from all persons, regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.*

*Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the criteria. Griffith Observatory Foundation encourages you to break that statistic and apply.*