



Development Coordinator Job Announcement

About California Fire Safe Council:

The California Fire Safe Council (CFSC) is a 501c3 non-profit organization based in Sacramento, California. Our mission is to support community-led wildfire resilience efforts across the State of California through grant-making, education, and technical assistance. CFSC supports a network of over 300 local Fire Safe Councils performing critical wildfire mitigation, education, and preparedness activities in their community. CFSC administers funding from federal, state, and private sources, delivering funds to local community organizations for the planning and implementation of wildfire prevention activities such as defensible space, home hardening, fuels level management, community fire planning, and education. Since 2004, CFSC has provided more than 1,200 grants totaling more than \$125M to build a wildfire and climate-resilient California.

With the threat of wildfire looming ever-larger for many California communities, CFSC is redoubling its efforts to build strong local Fire Safe Councils and to fund and facilitate efforts in community wildfire preparedness, education, and mitigation. Through strong partnership and community-led action, CFSC builds wildfire-adapted communities throughout California.

CFSC's Values:

- Transparency, collaboration, and accountability
- Diversity, equity, inclusion, and justice
- Intentional communication
- Cultivating a team atmosphere
- Commitment to quality improvement

For additional information, please visit: cafiresafecouncil.org

Position Information:

The Development Coordinator will be responsible for assisting the Chief Development Officer (CDO) in planning, implementing, and growing several new unrestricted revenue streams for the organization. These include, but are not limited to, a vendor list program, membership program, corporate partner program, individual donor program, and private grant research. The Development Coordinator will also be the lead administrator for our

CRM, EveryAction. This is an exciting time to join the organization to help build a more fire resilient California. This is a new position reporting to the CDO.

The position is eligible for telework arrangements upon approval by the CDO. Occasional presence in the Sacramento office is required, as well as the ability to travel for meetings and events.

This full-time position is temporary for a 1-year term. Future funding for this position is contingent upon unrestricted funds being secured. Annual salary range is \$75,000 - \$80,000 depending on experience. Competitive insurance, retirement, vacation/sick leave benefits, among others offered.

Responsibilities:

- Support the CDO in the planning, launching, fully implementing, and evaluating several new unrestricted revenue streams for the organization
- In partnership with CDO, lead implementation of technology platform for vendor list program; research vendors to list with us; respond to inquiries
- Support communication efforts for new revenue streams such as compiling partner logos and fulfilling partner benefits
- Plan and help execute volunteer opportunities with sponsoring corporations
- Set up mailings to donor prospects working with local FSCs, printer, mail-house, and graphic designer
- Support digital fundraising efforts including e-Appeals, social media posts, and other online portals for giving
- Support the feasibility of a membership and/or certification program including setting up surveys for grantees, researching comparable models, and pricing vendor benefits
- Conduct and document grant research using various online tools and database subscriptions
- Process gifts and timely gift acknowledgment letters to donors, sponsors, and grantors
- Develop standard operating procedures for gift processing, reporting, and other functions for our CRM, EveryAction
- Other duties as assigned

Qualifications:

- 3-5 years of fundraising and/or communications experience in a non-profit organization (preferably in the environmental, climate, natural resources, wildfire or related field).
- Highly organized and detail oriented
- Entrepreneurial and nimble; able to shift priorities when needed

- Experience using and effectively leveraging a constituent relationship management system to streamline efforts; EveryAction CRM a plus
- Excellent oral and written communication skills
- Keen research skills; ability to learn new systems quickly
- Punctual and able to meet deadlines
- Ability to manage multiple projects and tasks with ease
- Capable of working in a team environment in close collaboration with other team members and staff
- Bachelor's degree (in related field a plus)
- A current CA driver's license and proof of auto insurance are required

How to Apply:

Please submit your cover letter and resume to Melanie Hogan, Chief Development Officer at mhogan@cafiresafecouncil.org. In your cover letter, please describe how your prior work experience meets the responsibilities and qualifications of the position. Applications will be accepted until the position is filled.