



Monarch School Project Development Coordinator

Monarch School Overview

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social-emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing up to 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit Monarch School Project (MSP), a 501(3) corporation. For more information, please visit www.monarchschoools.org.

Position Summary

Monarch School is seeking an energetic and innovative individual to become a key member of the organization's development team. The Development Coordinator, provides assistance to the Director of Development in Raiser's Edge Database with donations, ensuring donations are documented, produces reports on a timely basis, and keeps up to date profiles. The Development Coordinator will be responsible for 60% Database and Reporting, and 40% Administration and Communication. This role requires excellent organizational skills, attention to detail, and the ability to effectively communicate and collaborate with internal and external stakeholders.

Reporting Relationship

The Development Coordinator will report directly to the Director of Development; however, this position works closely with all members of the Monarch School team to ensure that all elements of this position effectively and efficiently serve the needs of the organization.

Supervisory Responsibilities

This position does not have any supervisory responsibilities

Position Responsibilities and General Responsibilities

The individual will perform the following duties and responsibilities along with other tasks that may be assigned:

Database and Reporting (60%)

- Responsible for the oversight and leading of the CRM database in Blackbaud Raiser's Edge full featured and NXT supporting all the organization's fund development initiatives.
- Maintain prospect and donor's records in NXT (CRM tool), generates, and provides development reports and mailing lists as requested.

- Responsible for the creation and maintenance of donor records, reporting and queries, prospect research, trending reports and target analytics, processing gift acknowledgments, campaigns, managing action tracks, and providing general department support, and other sources of revenue.
- Maintains up-to-date Funder profiles; update profiles, and assign accounts to designated team members' profiles.
- Experience designing training sessions, creating training materials, and conducting training sessions on the use of databases.
- The position is integral to all aspects of donor relations, data support for events, appeals, other development projects, and advancing the organization's mission
- Serves as lead administrator for Raiser's Edge (RE) database ensuring all constituent information, donations coded and tracked accurately and timely within RE database
- Oversee in conjunction with Accounting Team the ACH payment process, including prepping necessary documentation, verifying banking information, and accounts payable.

Administration and Communication (40%)

- Perform general administrative and clerical functions including word processing or typing of letters, data entry, reporting, and forms.
- Coordinate and participate in site visits, events, trainings, meetings, conference calls, and assists with special projects as needed.
- Creates, updates, and leads weekly Development Department meetings.
- Handwritten "Thank you" letters to donors and collaborating for thank you gifts to donors
- Researching, identifying, and reporting old/new grant opportunities aligning with our organization's mission and goals
- This position assists with events initiated by the Development Team
- Creates Prospect List of Donors for Development Team

General Responsibilities

- Exemplify Monarch's Core Values of Community, Relationships, Strength and Healing
- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that "Students Come First" at all times
- Protect students' rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Participate in professional development
- Perform other duties and projects as assigned

Education and Experience

- Blackbaud Raiser's Edge full featured and NXT (CRM tool) required
- A Bachelor's degree from a four-year college/university is required.
- Previous work in nonprofit fundraising; 1-2 years' experience preferred.
- Administrative experience.

Preferred Skills

- Ability to write clear and concise reports, business correspondence, marketing and communication materials, and procedures. Ability to effectively present information in writing or verbally responding to questions from staff and the leadership team.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Proficient using Microsoft Office applications (Word, Excel, Outlook and PowerPoint). Previous experience with donor databases, Raiser's Edge is a plus.

Certificates and Licenses

A valid California Driver's License

COVID-19

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing HR@monarchschoools.org as soon as possible.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Equal Opportunity Employment:

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time, hourly position, with pay starting at \$26.00 to \$28.00 per hour.

Competitive benefits package includes: Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with “**Development Coordinator**” in the subject line. This position will remain open until filled.