



monarch school
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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 Senior Director of Development and Grants in Raiser's Edge Database with donations, ensuring donations are documented, produces reports on a timely basis, and keeps up to date profiles. This role requires excellent organizational skills, attention to detail, and the ability to effectively communicate and collaborate with internal and external stakeholders. The position will report directly to the Senior Director of Development and Grants and works closely with Grant Manager, Development Manager, programmatic and development teams.

Reporting Relationship

The Development Coordinator reports directly to the Senior Director of Development and Grants. The Development Coordinator will work 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 Management & Donor Records (40%)**
 - Lead and oversee CRM database management in Blackbaud Raiser's Edge NXT, ensuring seamless support for all fundraising initiatives.
 - Maintain and update donor and prospect records, ensuring data accuracy and integrity.
 - Generate development reports, mailing lists, and funder profiles, assigning accounts to designated team members.

- o Provide data support for donor relations, fundraising events, appeals, and development projects, ensuring strategic alignment with the organization's mission.
- o Collaborate with the Accounting Team to oversee the ACH payment process, including documentation, banking verification, and accounts payable.
- **Fundraising & Donor Campaigns (30%)**
 - o Plan, implement, and manage fundraising campaigns, donor engagement initiatives, and strategic partnerships to enhance financial support.
 - o Support donor communication, including marketing materials, outreach efforts, and event coordination.
 - o Assist in campaign content creation, including design, scheduling, and timeline management.
 - o Build and maintain donor relationships and develop mission-driven partnerships to expand brand awareness and philanthropic impact.
 - o Research and identify new funding opportunities, including government and private grants that align with organizational priorities.
- **Administration & Communications (30%)**
 - o Handle general administrative and clerical duties, including data entry, reporting, and correspondence.
 - o Organize and coordinate site visits, campus events, and meetings to support development initiatives.
 - o Manage donor stewardship efforts, including handwritten thank-you letters and donor appreciation gifts.
 - o Conduct research to identify and track new grant opportunities, ensuring alignment with the organization's mission and goals.
 - o Provide event support for Development Team-led initiatives.
 - o Create and maintain a Prospect List of potential donors to enhance cultivation efforts.
 - o Support occasional evening and weekend events as needed.

Education and Experience

- Blackbaud Raiser's Edge full featured and NXT (CRM tool) preferred.
- 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

- Excellent verbal and written communication skills, including the ability to write easily and quickly, in a lively and compelling style appropriate to the intended audience.
- Bilingual- Spanish Speaker preferred
- Ability to apply intermediate formulas that track overall grant awards and proposal budget(s).
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

- Proficient using Microsoft Office applications (Word, Excel, Outlook and PowerPoint). Familiarity with interactive website design/maintenance, social media. Experience with design software is a plus.

Certificates and Licenses

- A valid California driver's license is required.

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 permanent full-time position, with pay range of \$26 - \$28 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, and an Employee Assistance Program (EAP).

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.