

DEVELOPMENT COORDINATOR
Los Angeles, California



The Children's Partnership (TCP) seeks a highly skilled and committed professional to serve as a Development Coordinator. This individual will be responsible for supporting a full range of development and fundraising endeavors. The Coordinator will work with the President and Chief of Staff on all grant-seeking activities and serve as primary support on grantwriting, editing, reporting, and administration.

Candidates should be self-motivated and outcome-oriented, with a strong commitment to advancing equity for all children, particularly through improving health and well-being for children from underserved communities, such as children of color.

PRIMARY RESPONSIBILITIES: The essential functions of the position include, but are not limited to:

Grantwriting

- Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources. This includes:
 - Tracking and meeting grant submission and reporting deadlines.
 - Drafting and editing funding proposals to help ensure proper submission.
 - Working with staff to coordinate the gathering of relevant programmatic information (budgets, materials, evaluation reports, etc.) to support grantwriting and reporting.
- Manage the tracking of the fulfillment of grants, serving as support for relevant staff.
- Perform prospecting research to determine potential funding opportunities and provide recommendations about what to pursue and prioritize.

Systems and Infrastructure

- Create and manage annual development plan and annual development calendar of activities, including

events, grant reports, and deliverables, in partnership with President and Chief of Staff.

- Track internal statistics relevant to development and provide department with written materials necessary for donor stewardship, grant reporting, and updates to stakeholders.
- Maintain donor records and ensure the accuracy of the donor database, including foundations.
- Coordinate the sorting and handling of donor receipts (in conjunction with Finance).
- Support the development of relationships with funders through preparing relevant staff for presentations, personal meetings, regular communications, etc. and arranging for meetings when appropriate.

Other Responsibilities

- Understand TCP institutional history and programs.
- Produce high-quality drafts of products.
- Ability to function in stressful, time-driven circumstances.
- Stay up-to-date via grantmaking lists and newsletters.
- Other duties as assigned.

Full-time position (FLSA: Nonexempt). Reports to Chief of Staff.

Salary: Commensurate with experience. Excellent health, retirement & other benefits. Minimal travel required.

QUALIFICATIONS

- Evidence of strong written and oral communication skills, including the ability to write clear, structured, articulate and persuasive proposals and strong editing skills
- Evidence of being a self-starter with strong leadership skills and the ability to work effectively and collaboratively with a diverse group of internal and external stakeholders
- Attention to detail
- Ability to meet, and work ahead of, deadlines
- Ability to manage multiple projects effectively

EDUCATION & EXPERIENCE

- Bachelor's degree in a related field or equivalent combined education/experience in an advocacy-focused organization or deadline-driven environments
- Previous experience with nonprofit fundraising, including grantwriting is a plus
- Proficiency in Microsoft Office and familiarity with relational/client management system databases is a plus

APPLICATION PROCESS

Email resume, cover letter summarizing interests & qualifications, and brief writing sample to search@childrenspartnership.org. State "Development Coordinator" in the subject line. No phone calls, please.

ABOUT THE CHILDREN'S PARTNERSHIP

Based in Los Angeles, California, The Children's Partnership improves the lives of underserved children where they live, learn, and play with breakthrough solutions at the intersection of research, policy, and community engagement.

TCP is an "at-will" & equal opportunity employer. Applicants & employees shall not be discriminated against due to race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy & gender expression) identity, color, marital or veteran status, medical condition, or any other classification protected by federal, state, or local law/ordinance. Reasonable accommodation will be made for qualified disabled applicants to participate in the application process. Please advise in writing of special needs at the time of application.