



JOB ANNOUNCEMENT:

Fundraising Coordinator – Major Donor

The Fundraising Coordinator performs a wide variety of duties and responsibilities within the Development Department, and reports directly to the Advancement Director.

The Fundraising Coordinator’s duties include, but are not limited to: **major donor research, cultivation, solicitation, stewardship and appreciation.** Tracking & reporting are essential to this role.

Qualifications

Three+ years of Fundraising experience:

- Exceptional Leadership skills and experience
- Excellent verbal and written communication skills
- Ability to maintain discretion and handle confidential material
- Proven initiative and excellent time-management skills
- Strong strategic and operational strengths
- Proven ability to understand complex issue
- Budget Management
- Donor database experience
- Assorted duties as needed
- Bachelor’s degree required.

Salary: Based on experience, plus full benefits.

Hours: Full time. Some weekend and evening hours required.

Start Date: ASAP

Please submit a cover letter and resume at www.healthebay.org/jobs.

Heal the Bay is a regional environmental nonprofit entity dedicated to making Santa Monica Bay and Southern California coastal waters safe and healthy for people and marine life. Progress toward the mission is achieved by effectively combining the use of science, advocacy, community outreach, and public education to create positive change in our local environment. Heal the Bay is an equal opportunity employer and actively recruits to promote diversity in our workforce.