



Khmer Girls in Action

LIKE A LOTUS, WE RISE

2217 E. 6th Street, Long Beach, CA 90814 (562)986-9415 www.kgalb.org @kgalongbeach

DEVELOPMENT COORDINATOR

Hire Date: Until filled

Terms: Full Time Employee

Salary: \$50,000-\$55,000 Commensurate with qualifications and experience

Benefits: Excellent Benefits package including health insurance (Medical, vision and dental), 403(b) retirement program, and generous sick, vacation, personal, and holiday time off.

Location: Long Beach, California

Khmer Girls in Action (KGA) mission is to build a progressive and sustainable Long Beach community that works for gender, racial and economic justice led by Southeast Asian young women. KGA develops the leadership and power of Southeast Asian youth to lead campaigns to create social change.

The Development Coordinator's primary responsibility is to support the fund development needs of Khmer Girls in Action and work closely with KGA's Development Manager to execute a KGA's annual strategic fundraising plan, including grant proposal development and submission, annual campaigns, planned giving special events and in-kind resources.

DUTIES & RESPONSIBILITIES

Plan development activities

- Collaborate with the Development Manager and Executive Director, to create and continuously update a case for support that increases revenues to support the strategic direction of the organization.
- In collaboration with the Development Manager, develop and implement an annual fundraising plan, including objectives and tactics to reach yearly funding goals and corresponding expense budget for managing all aspects of KGA's fundraising.
- Support in monitoring effectiveness of activities against achieved results and modify plans where necessary from solicited feedback.
- Support in monitoring trends and adapt fundraising strategies as necessary.

Donor relations

- Help to grow KGA's individual donors base including identification, cultivation, and solicitation of new and existing donors, working with the Development Manager and Executive Director.
- Help to develop and execute a strategy to maintain ongoing relationships with major and annual individual donors.
- Develop donor communications to cultivate and steward donor relationships. Includes developing social media campaign donor outreach, drafting, and mailing out donor acknowledgement letters, and assembling an annual report.



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- Responsible for updating donor profiles, recording gifts, running reports, and importing donor data into database on a regular basis.

Foundation Relations

- Research prospective foundation donors, prepare foundation donor profiles, and keep track of contacts, interests, and connections.
- Write and submit grant applications, proposals, and letters of inquiry.
- Track deadlines for proposal and reporting deadlines, and ensure submissions are completed on time and appropriately.

Organize development activities

- Work with KGA staff in the planning and execution of annual fundraising events. Identify potential sponsorships from corporate, community and individual prospects.
- Prepare regular reports on progress and budgets related to fundraising and for grant reports.
- Support in evaluating and documenting program impact for reporting.

QUALIFICATIONS & REQUIREMENTS

The ideal candidate is collaborative, goal-oriented, and adaptable. The candidate must be someone who can exercise discretion and independent judgment. They should be experienced in taking the initiative to get things done in an organized and timely manner. An interest in fundraising is strongly desirable and there will be opportunities for learning, support, and training.

- **Minimum 2** years of fund development experience or relevant experience in related fields.
- **Minimum 1** year experience in program design, grant writing, and proposal assembly.
- Demonstrate strong oral and written communication skills.
- Mature, with an ability to work independently and as a member of a team.
- Strong time management, organizational, and coordination skills.
- Strong analytical skills.
- Knowledge and skills in Microsoft Office Suite, Zoom, Google Suite, and social media.
- Awareness and knowledge of needs, strengths, and other characteristics of agency target communities (individuals and families who are from ethnic minority groups, low income, disenfranchised, homeless, and/or living with behavioral health issues).
- A basic knowledge of local, state & federal government programs and foundations.
- Verification of employment eligibility and background check required.
- Strong commitment to gender, racial, economic justice, and youth empowerment.
- Ability to handle multiple projects & responsibilities simultaneously and meet deadlines to achieve overarching goals.
- Strong organizational skills, attention to detail and follow-through.



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HOW TO APPLY

Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to jobs@kgalb.org with the subject line “Development Coordinator – your name.”

KGA is an equal opportunity employer. People of color, women, people who identify as lesbian/ gay/ bisexual/ queer/ transgender and people with disabilities are highly encouraged to apply.

This position will remain open until filled; early applications are strongly encouraged.