



JOB DESCRIPTION

PROGRAM & DEVELOPMENT COORDINATOR

Revised 12/09/2024

HOURS PER WEEK: Part time 10-15 hours per week

SALARY: \$25.00/hour

REPORTS TO: Executive Director

PURPOSE

Coordinate activities that build relationships, expand awareness, build collaboration, and secure fundraising the EEF mission.

SUMMARY

The Development Coordinator (DC) works with Walters Management, HOA's and Title companies to receive, track, and prepare deposits for incoming transfer fees. Also, the DC develops relationships with grant-receiving schools, and coordinates participation in EEF programs and events. Additionally, she/he will collect and route the U.S.P.S mail. He/she will contribute to social media efforts, phone messages, and manage info@eefkids.org.

On occasion, the DC will attend Chula Vista Chamber events to garner support for fundraising activities, specifically Taste of Eastlake. During periods of time during the year, the DC will participate in EEF programs and governance activities such as EASTLAKE Alumni & Friends, EASTLAKE Podcast, Teacher Mini Grants, and the Come Together Community Campaign.

RESPONSIBILITIES

Administrative Duties:

- Coordinate Transfer Fee income and maintain records electronically
- Manage transfer fee deposits
- Send "Welcome" letters to new homeowners
- Track donations and accounts receivable
- Respond to EEF mail (USPS and electronic)
- Maintain Intern records. Act as first point of contact for Intern Coordination.

Development:

- Grow relationships with staff and parents of EEF granting schools

Encourage school participation in EEF programs and events
Attend meetings to grow sponsor, grant, and fundraising relationships
Attend Eastlake Alumni & Friends Steering Committee meetings and record minutes
Manage Silent Auction for Taste of Eastlake
Prepare and mail thank you letters to all donors and sponsors
Participate in the Come Together Community Campaign

Programs:

Coordinate the communication and tracking of the Teacher Mini Grant program
Provide set up and support for the EASTLAKE+, A Positive Podcast

QUALIFICATIONS/SKILLS

- Proficient using MS Office Suite and related Apps like Microsoft 365 Office Suite, Canva, ShopRaise, and other systems that help to manage time and increase impact
- Proficient at tracking accounts receivable and preparing deposits
- Ability to participate on social media platforms such as Facebook, Instagram, and X (formerly Twitter)
- Competency managing CRM and constituent records
- Proficient creating communications and mailings to thank donors, sponsors, and grantees
- Proficient at physical and electronic document management and record keeping system
- Ability to adapt communication and interpersonal style to various audiences and build relationships and partnerships
- Attention to detail and accuracy is essential.
- Strong oral and written communication skills.
- A self-starter who can work with little or no supervision.
- Exceptional time management, planning, and administrative skills.

Education and Experience

Bachelor's degree preferred

Updated 12/2024; 7/2026