



COALITION ON HOMELESSNESS

COALITION ON HOMELESSNESS, SAN FRANCISCO DEVELOPMENT COORDINATOR

Job Title: Development Coordinator
Reports To: Executive Director
Start Date: June 24th, 2024
Annual Salary Range: \$64,695-\$66,976 Annually
Full benefits, health, vision and dental

The Coalition on Homelessness, San Francisco was founded in 1987 to unite homeless people with other community members and front line service providers in the creation of permanent solutions to poverty. Low-income and homeless people work in every aspect of the organization, from the volunteers to the staff and leadership body.

Duties & Responsibilities:

Overall responsibilities include raising the COH's budget in collaboration with the Executive Director and Finance Coordinator. The Development Coordinator will be responsible for coordinating all fund-raising activity. Specifically, these duties include:

- Implement the development workplan, while coordinating staff and board involvement;
- Write and submit grant proposals, researching new grant opportunities, maintaining relationships with grantmakers
- Staff the Board of Directors' Development Committee, including monthly reports
- Coordinate direct fundraising mail and any other solicitations
- Expand COH individual donor pool and building relationships with donors
- Coordinate the development and sales of COH merchandise, including implementing a sales and distribution plan for products

- Maintain relationships with COH major donors with Executive Director on a year-round basis
- Plan and host fundraising events including annual art auction
- Other administrative duties as assigned by Executive Director or staff.

Minimum Qualifications:

- Computer literate (familiarity with Macintosh a plus)
- Ability to coordinate several activities simultaneously
- Excellent people skills and writing skills
- Strong commitment to social justice
- Familiarity with Microsoft Word and Excel, and database software (FileMaker Pro a plus), or ability to learn the latter
- Ability to work well in a team, and with diverse populations
- Willingness to attend training to gain skills needed to fulfill job description
- *Prior fund-raising experience is a plus, but we will coach the right candidate*

Job start time is negotiable, but as soon as possible. Closing date for internal applications is Friday May 24th, 2024. Please send résumé and cover letter to Jennifer Friedenbach at jfriedenbach@cohsf.org, 280 Turk Street, San Francisco, CA 94102, or hand-deliver to the same address.

Preference will be given to San Francisco residents who have personally experienced poverty and/or homelessness.