



JOB POSTING

TITLE: Development and Executive Coordinator
REPORT: CEO/ COO
POSITION: Full- time/ Non-Exempt
LOCATION: Richmond or Antioch, CA
COMP : \$\$64,480/ Exempt

OUR MISSION & VISION

The Brighter Beginnings mission to “*support healthy births and successful development of children by partnering with parents and helping to build strong communities*“, gains its strength and aspiration from our core belief and vision that, *Every family matters, and every child deserves a happy, healthy future.*”

OUR HISTORY

Brighter Beginnings is a 501c3 nonprofit organization and has been responding to the needs of families in resource-poor neighborhoods since 1984 when our work began in response to the alarming differences in mortality and illness rates among African American babies compared to other children.

Brighter Beginnings has grown into a respected and well-connected organization with locations in Oakland, Richmond, Bay Point, and Antioch. We have a multi-cultural, bi-lingual staff of passionate and committed family-service professionals; in fact, many of our staff came to this work because of the challenges they faced in their own families.

SUMMARY

The Development and Executive Coordinator provides versatile support for a variety of projects initiated by the CEO, CFO & COO including outreach, communications grant development and administrative support to Executive team. Will assist with key development activities and general administrative functions at Brighter Beginnings.

QUALIFICATIONS:

DESIRED SKILLS and/or EXPERIENCE

- ❖ Bachelor’s Degree and 2+ years’ experience in administration
- ❖ 1-2 years of Administrative Assistant experience preferred
- ❖ Grant writing experience preferred
- ❖ Excellent written and oral communication skills; ability to write for publication
- ❖ Strong computer skills, including proficiency in Microsoft Word and Excel, social media sites such as Facebook and Twitter, and website maintenance via Wordpress.
- ❖ Must be accurate and detail-oriented, with strong organizational and time management skills, with the ability to prioritize competing duties in a complex and fast-paced environment
- ❖ Experience in planning and organizing events
- ❖ Superior customer service skills
- ❖ Ability to work independently and collaboratively

ESSENTIAL DUTIES and RESPONSIBILITIES:

Administration

- ❖ Provide administrative support to the Executive team in the areas of scheduling and managing lines of communication.
- ❖ Provides administrative and clerical support to our clinics including ordering promotional items.
- ❖ Assists with facilities management, responding and tracking requests for routine maintenance.
- ❖ Assist in all aspects of planning events for the Executive Office, including compiling and maintaining guest list, invitation printing, catering, mailings, and venue coordination.
- ❖ Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature.
- ❖ Coordinate logistics for board, staff, and development team meetings.
- ❖ Take detailed notes at Board Meetings when requested an help with Board meeting preparation.
- ❖ Support Capital Campaign fundraising efforts as needed.
- ❖ Other projects or responsibilities may be assigned.
- ❖ Occasionally may work on weekends as needed.

- ❖ Assist with Brighter Beginnings social media postings and be part of the Outreach team.

Event Planning & Coordination:

- ❖ Support pre-planning, including securing venues, arranging catering, entertainment, sponsors, ticket sales, event registration website, etc.
- ❖ Recruit attendees with guest list, invitation printing, mailings, etc.
- ❖ Manage day-of logistics, including event registration, raffle ticket sales, etc.
- ❖ Coordinate volunteers for special projects, provide assignments and appropriate supervision.
- ❖ Work with Development team to define financial and marketing goals for events.
- ❖ In partnership with the CEO, develop an event strategy that includes general fundraisings, donor appreciations, and house parties. Articulates geographic strategy.
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- ❖ In partnership with the Executive team, develop an event strategy that includes general fundraisings, donor appreciations, and house parties. Articulate geographic strategy.

Volunteer Management

- ❖ Coordinate volunteers for special projects, provide assignments and appropriate supervision. Maintain volunteer roster and communications.
- ❖ Develop and implement strategies to convert volunteers into donors or Board members.

Grant Writing, Submission, and Management

- ❖ Pursue unrestricted grant opportunities through a) individual prospecting research and b) responding to relationships formed in the past.
- ❖ Propose grant pitches or adopt pitches from leadership depending on opportunity.
- ❖ Assist with conducting grant research, including tracking of timing, next steps, and expected value of grant opportunities.
- ❖ Write and submit successful grant applications & fulfillment processes through error-free writing.

- ❖ Develop relationships with staff to ground applications in current agency work, academic best practices, outside research, and epidemiological data.
- ❖ Using Salesforce, maintain detailed grant records that capture document versions, submission timelines, award information, and reporting requirements.
- ❖ Compile and maintain program information for grant reports.
- ❖ Write grant reports as needed.
- ❖ Attend Management Meetings and report to program managers about grant progress.

Donor Information Management:

- ❖ Maintain Salesforce as the fundraising database to ensure optimum recording, identification, and access to donor information.
- ❖ Process all donations weekly. Ensure that protocols for gift acknowledgements are maintained at all gift levels, including in-kind donations.
- ❖ Create and maintain prospect and mailing lists and coordinate direct mail and digital campaigns. Evaluate and report on success of campaigns.
- ❖ Assist in identification of potential donors; conduct web-based research on individual donor prospects and follow up on leads and prospects.
- ❖ Provide details on donor prospects to CEO, COO and CFO, and Board of Directors ahead of fundraising events.

Communications:

- ❖ Writes and edits communication pieces, stories for print and email newsletters, flyers, brochures, website content, social media content, development appeals, and invitations.
- ❖ Successfully formal internal and external communications to be professional, error free, and elegant.
- ❖ Create, distribute, and evaluate online surveys as needed.
- ❖ In collaboration with the Executive team developing and coordinating market campaigns for Brighter Beginnings.
- ❖ Acts as agency liaison between donors and special projects.

SUPERVISORY RESPONSIBILITIES

This position may supervise volunteers/staff.

OTHER JOB REQUIREMENTS

Job requires passing a background check, passing a TB, Physical Exam, provide updated vaccination records, Hepatitis B vaccination, Covid vaccine and annual flu vaccination

SPECIAL ADA REQUIREMENTS

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodations when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.

BENEFITS

Competitive wages, friendly environment, two weeks of vacation (increase after 1 year of employment), 13 paid holidays; sick leave; employer-paid health, dental, vision, life and disability insurance; optional employee-paid dependent health coverage available, 403b retirement account with discretionary match, FSA, Transit Benefit and EAP. Employees working full-time will receive these benefits.

Brighter Beginnings requires its employees and contractors to be fully vaccinated against COVID-19 (including any booster shots if required), unless they are approved for a reasonable accommodation based on medical condition that prevents them from being vaccinated. Being fully vaccinated against COVID-19 is a condition of employment at Brighter Beginnings.

APPLY

If you're interested in this position, please email resume to jobs@brighter-beginnings.org or apply on indeed. Please make sure to subject the email with the position title that you are applying for. Brighter Beginnings is committed to diversity and inclusion. At Brighter Beginnings, employment decisions are made regardless of sex, gender identity or expression, sexual orientation, race, ethnic origin, color, creed, religion, national origin, citizenship, age, marital status, physical or mental disability, genetic information or ancestry, protected Veteran or military status, or other characteristics protected by law.

If you require alternative methods of application or screening, you must approach the employer directly.