



Job Announcement

Lamp Community is an innovative Los Angeles based nonprofit organization that permanently ends homelessness improves health and builds self-sufficiency among men and women living with severe mental illness and co-occurring disorders.

Development Coordinator

Position Summary: Reporting to the Director of Development, the Development Coordinator will support all fundraising activities for Lamp Community. Fundraising activities include: individual donor relations, outreach, special events, volunteer and donor database management, and grant and report writing for corporate and foundation grants.

Responsibilities: The ideal candidate will aid in the management of fund development research, administration, and reporting; proposal and grant writing; individual and major giving; donor cultivation and stewardship; and special events. Must have the ability to research and assist the Director of Development with donor identification, creation of proposals, grants, budgets, reports, fact sheets, appeal materials, and selected online communications. Candidate will contribute to building a highly-effective relationship with prospective and current donors and manage, maintain and strengthen donor tracking and fundraising systems. Will necessitate prepare accurate reports in a timely manner, maintain donor database, entering gifts, updating contact information and processing donation letters. Will develop sponsorship materials and implement sponsorship mailings to individuals and corporations. Candidates must be able to set priorities and organize daily work load to meet specific deadlines while assisting department as needed. Must demonstrate ability to collaborate with others and foster positive professional relationships and communication with guests, clients, co-workers, board members, and the community. Interested candidates must be able to exercise good judgment, discretion, and confidentiality with regard to agency's affairs and donor information; as well as demonstrate flexibility when new assignments or changes are introduced.

Qualifications: Ideal Candidate must have obtain a BA degree, minimum of 2 years experience in grant writing, fund raising, and/or event planning and have strong written and oral communication skills. Candidate must also have exceptional writing and research skills and demonstrate competence with Microsoft Office suite. Strong and positive interpersonal skills and experience utilizing donor database software is a necessity. Ability to organize work, prioritize multiple tasks, and follow through on own initiative.

Attributes: Ability to work effectively with a wide range of constituencies. Commitment to project's mission and values. Creative, flexible and highly motivated. Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community regarding complex organizational and social issues.

To Apply: Please send resume, cover letter and salary history to (include Job Title as subject in emails):

Lamp Community - Human Resources

526 San Pedro

Los Angeles, CA 90013

Fax: (213) 327-0557

Email: jobs@lampcommunity.org;
lampcommunity.org