

**Executive Service Corps of Southern California**  
**Position: Development and Communications Coordinator**

As Los Angeles' premier provider of high-quality capacity building services for nonprofits, each year, Executive Service Corps of Southern California (ESC) helps more than 125 nonprofit clients work towards their missions through affordable coaching and consulting by trained executive-level volunteers. Our vision is to see successful nonprofits making our community an extraordinary place in which all can thrive.

ESC's work environment is supportive, collaborative, exciting, and dedicated to professional growth. We are committed to creating a thriving work culture that is reflective of the diverse, equitable, inclusive, and anti-racist world in which we want to live. And because our work and the organizations we serve are deeply rooted in values that advance racial equity and social justice, we also aspire to actively reflect and root ourselves in these values throughout ESC.

By working with ESC, you can create impact across the nonprofit sector – our clients include organizations working in the Arts, Community Development, Education, Environmental, Healthcare, Human Services, Religious, and Youth segments of the sector.

**Position Overview:** ESC seeks a creative, collaborative problem-solver for the position of **Development and Communications Coordinator**. The position works with the Associate Director of Development and Communications (ADDC) in executing the organization's fund development plan, including administering a dynamic annual grants and gifts calendar. The position is also responsible for supporting ESC's external and internal communications and ensuring the smooth running and success of annual special events. This is an excellent opportunity for someone looking to build a career in development and communications, as well as for someone looking to return to the workforce in the nonprofit sector.

**Reports to:** Associate Director of Development and Communications (ADDC)

**Position:** Full-time, Non-Exempt Hourly

**Location:** Hybrid with work from home and in-person work at our offices in downtown LA at The California Endowment

**COVID-19 Vaccination Requirement:** Employees must be fully vaccinated against COVID-19 and up to date on booster(s), as recommended by the CDC, prior to start date.

**Compensation:** \$19.00 – 25.00/hour. Final salary offered based on candidate's experience. Generous benefit package including health, dental, life, 403b program, paid holidays including paid time off between Christmas Eve and New Year, sick and vacation time.

**Responsibilities:** Reporting to the Associate Director of Development and Communications, the Development and Communications Coordinator will have primary responsibility for executing strategies that carry forth ESC's fund development, communications and marketing, and special events plans. The key tasks and areas of responsibility include, but are not limited to:

*Fund Development Responsibilities:*

- Work with the ADDC and leadership (including the Board) in executing a comprehensive fund development plan for a diverse portfolio of corporate, foundation and local government grants, and individual gifts and in-kind contributions
- Connect with appropriate program staff to collect data and other program highlights and information to share with funders, donors, and the general public
- Use the Salesforce CRM and shared filesystem to track development activities, deadlines, relationships, and overall fundraising status and results
- Process all gifts and grants received, maintain accurate fund development records in hard copy and electronic format and prepare timely and appropriate gift acknowledgments
- Prospect research and funder meeting preparations, including funder profiles and reports
- Grant writing and preparation as assigned

*Marketing/Communications Responsibilities:*

- Work with the ADDC, President & CEO, and Board of Directors in executing ESC's marketing and outreach initiatives to enhance ESC's visibility and prominence throughout the nonprofit and philanthropic community
- Connect with appropriate external contacts and program staff to support the execution of marketing strategies for client and business development
- Maintain records of communications and outreach campaigns and collateral in hard copy and electronic formats (in SharePoint and Salesforce CRM) including target audiences and notable results
- Heavy support in content creation for ESC's external and internal communications channels, such as print and digital marketing and communications, social media, and other publications, including client and consultant testimonial stories
- Maintain ESC's website, ensuring that it contains timely and accurate information for key internal and external stakeholders
- Coordinate and work with client services staff team to ensure key sources of information integral to ESC's work (such as consultant bios, portal, etc.) are kept up to date and archived

*Special Events Responsibilities:*

- Work with the ADDC to support the planning, logistics, and successful execution of ESC's annual special events to cultivate and steward Board, volunteer, funder, and other community and stakeholder relations
- Act as a primary liaison/point person for vendors, clients, funders, and other event participants
- Support ESC leadership staff to ensure effective stewardship of event participants and Board leadership

*Other responsibilities:*

- Work with the ADDC, interns, and consultants in creating the Annual Report to the community
- Development and Communications team project management tracking
- Manage and develop departmental interns
- Other duties and responsibilities as assigned

**Preferred Qualifications:**

- Bachelor's degree and/or equivalent training and experience

- 2+ years of fund development experience preferred; grant writing/management experience a strong plus
- Comfort working remotely and learning new tools; experience with Zoom, Salesforce or other CRM, and Microsoft 365 a strong plus
- Experience in website management and maintenance; experience with WordPress a strong plus
- Previous event coordination and planning experience, a strong plus

### **Desired Characteristics**

- Exceptional attention to detail
- Strong writing and editing skills
- Strong lateral thinking and creative problem-solving skills
- Strong ability to work effectively both independently and collaboratively with team members and with other constituencies and stakeholders
- Passion for ESC's mission to empower nonprofit leaders and strengthen our region's philanthropic and nonprofit sectors
- Commitment to diversity, equity, inclusion, and anti-racism
- Strong critical thinking skills and ability to identify opportunities and suggest solutions
- Desire to continuously develop fundraising knowledge and best practices, and to strengthen professional skills
- Willingness to learn and practice coaching skills as part of a team culture of mentoring and supportive listening
- Ability to foster personal connections and relationships with fellow staff members, volunteers, and other community stakeholders
- High level of personal and professional integrity, with proven success in managing confidential and sensitive information

**We understand that a successful candidate may not meet every requirement, and if you feel that you have the experience and instincts – and willingness to learn – that would make you a fit for this role, please do not hesitate to apply!**

**To Apply:** Please email your résumé and cover letter to [jobs@escsc.org](mailto:jobs@escsc.org) with the Subject: *Development and Communications Coordinator*. Any application missing requested documents will not be considered. This position will remain open until the staffing need is met.

ESC is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive staff team and a work environment which treats all employees in an equitable and respectful manner at all times. ESC's aim is for our staff, Board, and volunteers to reflect the diversity of the community we serve.

For more information about ESC and our programs, please visit: <https://escsc.org/>