



## POSITION ANNOUNCEMENT

**Position:** Coordinator, Donor Services  
**Status:** Full-Time, Non-Exempt  
**Location:** Wilshire Office (remote work during the COVID 19 pandemic)

### GENERAL SUMMARY:

Under the supervision of the Associate Director, Development, the Donor Services Coordinator is responsible for the recording and acknowledgment of Alzheimer's Los Angeles' incoming donations and for the maintenance of other donor data. This position plays a key role in assuring database system integrity and in maintaining timely donor communications and acknowledgment in support of the activities of the Development team.

### Essential Job Functions:

- General Duties
  - Accurately process arriving donations
  - Data entry and donor database maintenance, including, but not limited to, entering gifts, updating donor contact information, noting donor contacts and requests, etc.
  - Generate letters, tax receipts, and related correspondence in the gift acknowledgement process
  - Engage in ongoing donor stewardship and general donor support
  - Take meeting notes and assist with meeting preparation; prepare and distribute meeting agendas and notes
  - Prepare and distribute periodic reports and mailing lists
  - Interact with staff, donors, and the public; respond to routine inquiries; triage incoming contacts to the appropriate staff member; follow up on assigned tasks
  - Provide donor support for DIY fundraising pages and online donations
- Event Support
  - Oversee the administrative needs of events as assigned
  - Support the preparation of event marketing materials, including event websites, print collateral, social media content, and email marketing
  - Actively participate in peer-to-peer fundraising recruitment, engagement and support
  - Assist with volunteer coordination for events including recruitment, engagement, and training
- Plan, execute, and monitor various projects as assigned
- Other duties as assigned

**Qualifications, Skills, and Experience Required**

- Bachelor's degree, preferably with a major in a related field, or equivalent experience
- 1-2 years related nonprofit and/or CRM/database experience
- Strong computer literacy skills and ability to learn new software systems
- Excellent writing, editorial, proofreading, grammar and verbal communication skills
- Experience with constituent databases a plus
- Strong interpersonal skills
- High level of integrity and initiative
- Ability to maintain accurate records and to minimize data error
- Detail oriented with strong organization and time management skills
- Demonstrate ability to work effectively with diverse communities
- Available to work occasional evenings and weekends

Send cover letter, including salary requirements, and resume to:

Alzheimer's Los Angeles  
Attn: Human Resources  
4221 Wilshire Blvd., Suite 400  
Los Angeles, CA 90010  
E-mail: [alzalajob@gmail.com](mailto:alzalajob@gmail.com)  
(Word attachments only: Include the job title in the subject line)

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance (FCIHO).

Alzheimer's Los Angeles (Alzheimer's LA) offers a competitive salary + benefits. Alzheimer's LA is an M/F, Disabled, and Vet EEO/AA Employer.