



JOB DESCRIPTION

Job title	<i>Development Coordinator</i>	FLSA Class:	<i>Non-Exempt</i>
Department	<i>Administration</i>	Position Type:	<i>Full Time</i>

Job purpose

The Development Coordinator's role will be to seek new grant and outreach opportunities by contacting and developing relationships with potential clients and donors. Communicate with clients and donors through platforms such as media, social media and public and agency events to cultivate strong relationships. Attend functions to promote the center and provide feedback and information on social and creative trends.

Duties and responsibilities

- Identify leads from outreach events to promote and broaden the center exposure opportunities.
- Contact potential donors through cold calls, emails, letters and social media.
- Identify clients and donors and suggest appropriate services.
- Develop and maintain periodic newsletters and plans to increase client satisfaction and potential donors.
- Build long-term trusting relationships with clients and donors.
- Proactively develop new opportunities to expand the center's services to the public.
- Set up meetings or calls with media.
- Enhance the center's social media engagement by researching news, video and trends through all current social media platforms.
- Report to the Chief Executive Officer on monthly results.
- Stay up-to-date with social trends and new services.
- Organize, attend and prepare monthly Board Meetings and minutes.
- Perform other duties as assigned.

Qualifications

- Excellent verbal and written communication skills.
- Able to multi-task, prioritize, and manage time effectively.
- Strong knowledge and use of current social media platforms.
- Self-motivated and self-directed.
- Experienced at compiling and following strict budgets.
- Bachelor's degree in business, administration, or related field
- Three to five years of previous experience in sales, management, customer service, finance, administration, or related field.



華埠服務中心
Chinatown Service Center

- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Must be bilingual English and Chinese (Cantonese and/or Mandarin) required.
- Excellent communication skills in person and on the phone.
- Available to work flexible hours, including evenings and weekends as needed.

Direct reports

Chief Executive Officer