



## ALS Network

**TITLE:** Development Coordinator

**REPORTS TO:** Director of Development

**OFFICE LOCATION:** Onsite, Woodland Hills, CA

**STATUS:** Full-Time

**PAY RANGE DOE:** \$21-24

### GENERAL DESCRIPTION:

The ALS Network supports people living with amyotrophic lateral sclerosis (ALS, aka Lou Gehrig's disease) and their loved ones through services and education in 31 Counties throughout California and the entire state of Hawaii. Our mission is to partner with the ALS community as we drive the discovery of prevention strategies, treatments, and cures for ALS; provide access to quality care and connection; and promote initiatives to improve health outcomes.

This position provides lead support for the accurate and timely processing of contributions to the organization in furtherance of the goals and policies of the Development Department and ALS Network's strategic plan; works closely with the Accounting and Community Outreach Departments. This job entails the responsibilities outlined below, as well as other duties as assigned.

### ESSENTIAL JOB RESPONSIBILITIES

#### Data Entry and Gifts Processing

- Provide lead support to the Assistant Director of Development for data entry related to gifts processing, to ensure proper accounting and acknowledging of all contributions to the organization.
- Maintain data integrity including enhancing relationships, adding documents, creating actions, and other information in the database.
- Closely monitor ticketing system (Happy Fox) and complete Development requests including Equipment Gift in Kind, Expected Gifts, and Donor Requests.
- Support ALS Network's participation in matching gift and workplace giving platforms, such as Benevity, YourCause, Cybergrants, and others by completing the necessary certifications and updating profiles as needed.

#### Administration

- Perform administrative functions in support of development department activities including producing donor mailings, responding to donor emails and phone calls; updating electronic records and files; and updating organization materials (digital and print).
- Assist with the generation, tracking, and mailing of large quantities of outreach, acknowledgement, and stewardship letters.



### **Job Requirements**

- Attention to detail and procedure oriented, with an ability to learn quickly and maintain confidentiality.
- Ability to work collaboratively and independently to achieve duties, including a willingness to ask questions.
- High level of proficiency with the following computer programs: Outlook, Word, Excel, and Adobe.
- Experience with office equipment (e.g. computer, printer, copier, phones, fax machine).
- Experience with CRM Databases, preferably Luminate Online & Blackbaud/Raiser's Edge NXT.
- Strong verbal and written communication skills.
- A self-starter with the ability to multitask and meet deadlines.
- Exhibit maturity and good judgment; perform duties in a professional manner and work efficiently under pressure.
- Work well and communicate effectively with the public, fellow employees, and constituents.
- Identify and pre-empt needs to improve functionality of department and organization.
- Appropriately curious and flexible, able to adapt to differing support needs related to various work styles.

### **DESIRED BACKGROUND/SKILLS/KNOWLEDGE:**

- Bachelor's Degree in related field
- Nonprofit organizations and peer-to-peer event fundraising.

### **WORKING CONDITIONS:**

- This position is in-person, in-office with occasional evening or weekend hours for events and meetings.

### **PHYSICAL REQUIREMENTS:**

- Moderate and occasional lifting, pushing, pulling or exerting force of up to 25 pounds.
- Regular sitting and standing associated with a normal office environment.
- Regular reaching with hands and arms.
- Frequent and repetitive manual dexterity needed for using a cellphone, tablet, and computer keyboard.
- Occasionally need to stoop, kneel, or crouch.

### **TRAVEL:**

- Valid California Driver's License.
- Must have reliable transportation.
- Occasionally, local, regional, and limited national travel are required.

### **DISCLAIMER**

This job description is not to be considered an offer of employment or a contract for employment. This means we may change the terms and conditions of employment at any time, with or without advance notice or cause. It also means employees may terminate their employment with the organization at any



time. All employees must comply with and adhere to our policies and procedures. This job description may be changed by ALS Network at any time. Any concerns should be reported to the CEO as soon as possible.

Note: ALS Network is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without discrimination with regard to race (including protective hairstyles and hair texture), religion (including religious belief, observance, dress or grooming practices), creed, color, sex, sex stereotype, pregnancy, childbirth or related medical conditions (including breastfeeding), age (40 years or over), sexual orientation, gender, gender identification and expression, transgender status, transitioning employees, physical or mental disability, medical condition (including cancer), genetic characteristics, genetic information, family care, reproductive health decision-making, marital status, registered domestic partner status, enrollment in any public assistance program, status as military, or as a veteran or as a qualified disabled veteran, status as an unpaid intern or volunteer, ancestry, citizenship, national origin, protected medical leaves (including a request for or approval of leave under applicable leave of absence laws), domestic violence victim status, political affiliation, or any other classification protected by laws. ALS Network is committed to recruiting a broadly diverse pool of applicants for this position.

Interested candidates should submit **a cover letter and resume** to: **Kristin Dworkoski,**  
[kdworkoski@alsnetwork.org](mailto:kdworkoski@alsnetwork.org)

No phone calls, please.