



JOB ANNOUNCEMENT – MAY 4, 2006

Position: Development Coordinator
Reports to: CEO and Development Director
Location: Renaissance Entrepreneurship Center, San Francisco

Renaissance Entrepreneurship Center is a 501(c)(3) nonprofit corporation providing small business development training, technical assistance and other supportive services to women and men in the San Francisco Bay Area. Our two locations, in San Francisco's South of Market and Bayview Hunters Point neighborhoods, serve approximately 700 entrepreneurs representing the social, cultural, economic and educational diversity of the Bay Area: 89% low- to moderate-income; 67% women; 65% people of color; 17% people with disabilities, including HIV/AIDS.

Development Coordinator

Renaissance is seeking full-time Development Coordinator to provide administrative and programmatic support to the CEO and Development Director to help achieve the Executive and Development's Departmental goals and objectives. The Development Coordinator's functions that enhance the CEO and Development Director's capacities to achieve and succeed the organizational fundraising, marketing and external outreach goals including contact and relationship management, schedule management, data management, event coordination, and Board development.

Essential Duties and Responsibilities

Donor Relationships and Client Management

Implement and maintain administrative systems as needed to ensure the smooth functioning of the Development Department and CEO roles, assignments include:

- Organize and maintain contact and donor information includes data entry, database maintenance, research, phone inquiries, letter writing, and some in person meetings;
- Database and administrative support for outreach, direct mail and other fundraising campaigns includes compiling sector data and working with vendors;
- Prepare, produce and package correspondence, funding inquiries, funding requests, acknowledgements, and reports;
- Coordinate and help produce internal and external outreach and Development events.
- Maintain Development department web page on organization website.

Event Coordination and Support

- Maintain Annual Benefit and other event schedules, reporting and materials;
- Work with staff to recruit, schedule, and supervise volunteers;
- Assist Development Director to manage all aspects of events including event mailings, sponsorship and auction requests, media, logistics, and vendor bids and payments.
- Occasional evening work required.

Administrative, Other Responsibilities

- Attend monthly staff meetings and represent Renaissance at external functions.
- Maintain calendar and make meeting and travel arrangements.
- Assist CEO with regular Board development, communications and activities, as needed.
- Assist CEO with office correspondence and other administrative tasks as needed.

Qualifications

- Minimum of two years development experience including event coordination and database administration and/or management
- Desire to support Renaissance's commitment to serving women and men entrepreneurs, of diverse economic, social and cultural backgrounds, as a strategy for community development
- Excellent organizational skills
- Proactive, effective communication skills
- Excellent writing skills
- Demonstrated ability to work as a member of a team and to work independently
- Demonstrated ability to relate well to people of diverse ethnic and economic backgrounds
- Desire for additional development experience including work with corporate, foundation, and individual donor campaigns

Education and/or experience

College degree or equivalent work experience with highly effective communication and telephone skills required. The position requires knowledge of Microsoft office and Internet. Candidate must be exceptionally detail-oriented with the ability to successfully handle several tasks at one time.

The position may require as much as eight hours per day typing and working on a computer. There may be some light to medium lifting including answering and talking on phones, meeting set-up and clean-up, carrying and filing documents. There is physical labor required to set-up and breakdown events.

Compensation

Salary is commensurate with experience and qualifications and excellent benefits package including health, dental, and 401(k).

Please email or mail cover letter and resume to Andrea Cousins, andrea@rencenter.org, 275 Fifth Street, San Francisco, CA 94103. No phone calls please.

Renaissance is an equal opportunity employer. People of color and people with disabilities are strongly encouraged to apply.