Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires underserved students to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background. SVEF has an established legacy of providing proven STEM programs and being profoundly committed to empowering students to graduate high school career and college ready. The impact of our work is evident in our strong partnerships with districts and donors in closing the achievement gap and the creation of a workforce that has the skills to meet 21st century needs.

**Position: Development Coordinator**

Join the SVEF team in a critical role to steward and connect with our supporters and share our story with the public, in advancement of our mission. Reporting directly to the Development Manager, the Development Coordinator works as part of a high-performing, highly collaborative team in a friendly, flexible work environment.

**Primary Duties & Responsibilities:**

- Responsible for SVEF’s volunteers and actively seeking new corporate and community partners. Serve as the Development department’s lead on volunteer coordination, recruitment, orientation training, scheduling, and ensuring a positive experience for volunteers.
- Responsible for events management by organizing and executing fundraising efforts.
- Secure sponsorships, grants and other funding opportunities.
- Work with SVEF marketing/communications and program staff to assist with social media posts, eNews, event invitations, and other messaging with SVEF stakeholders and the general public.
- Assist department leaders in developing fundraising plans, maintaining donor relationships and securing new ones.
- Provide general support for SVEF’s development and marketing/communications efforts and deliver exceptional service to our funders, followers, and program participants.
- Provide other duties as assigned.

**Minimum Qualifications**

- Bachelor’s Degree and at least 3 years of professional experience in customer/donor services, marketing/media, or the equivalent
- Exceptional attention to details and deadlines
Proficiency with Salesforce or CRM, as well as standard business applications including Word, Excel, PowerPoint, Asana and Google Docs

Proficient in social media - Facebook, Twitter, LinkedIn, and other communications platforms and apps

Demonstrated commitment to the mission and core values of SVEF, along with adherence to the AFP Code of Ethics and Donor Bill of Rights

Ability to maintain professionalism under pressure with abilities to multitask, anticipate change and react efficiently with challenging deadlines and priorities

Ability to work well independently as well as collaboratively, with a willingness to learn and a strong work ethic as part of a team

Preferred

- 2+ years using Salesforce or other CRM to support fundraising and/or communications for a nonprofit organization
- Working knowledge of Google AdWords, WIX, Asana, Adobe Photoshop, Adobe Illustrator, Campaign Monitor and/or other graphics, web design, and communications applications
- Strong analytical, organizational, project coordination, and problem-solving skills

Preferred Start Date and Salary Parameters

Position available immediately, generous benefits package with salary commensurate with experience. The job is based in San Jose, CA, though work-from-home for now due to COVID-19.

Application Process

Submit a cover letter and resume to hr@svefoundation.org. Please specify Development Coordinator in the subject line of your email.