

JOB ANNOUNCEMENT

Development and Event Coordinator

Location: Little Tokyo Service Center office

Salary: DOE

Hours: Full Time, Non-Exempt position with benefits

Background:

For over 40 years, Little Tokyo Service Center (LTSC) has provided a safety net of social welfare and community development services to empower people and communities in need. LTSC provides culturally and linguistically appropriate services to the Japanese American community in the Southland, builds multi-family affordable housing projects to uplift low-income neighborhoods of color throughout Los Angeles, and promotes equitable development and cultural preservation in the Little Tokyo neighborhood.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.

Summary of Duties:

The Development and Event Coordinator is responsible for processing and acknowledging donations and for the execution of LTSC's major fundraising events and donor events in order to meet revenue goals, raise the overall profile of LTSC and improve donor cultivation, engagement and retention through unique, mission-driven experiences. The Development and Event Coordinator will be instrumental in developing new supporters from event attendees and supporting the donor cultivation process, moving prospects through the donor pipeline for the department which is comprised of six additional full-time staff. The Coordinator is supervised by the Director of Development within the Development and Communications Department.

As an Events Coordinator, candidate will need very strong organizational, project management, time management, and interpersonal skills. The Coordinator will support the Development Department and other LTSC departments in their fundraising and donor events.

As a Donor Development Associate, candidate will possess strong attention to detail to provide donor relations support, inputting all donations and other relevant information in LTSC's donor database, and other fundraising tasks as needed.

Responsibilities Include:**Donor Development**

- Donor Data Entry and Maintenance
 - Accurate entry of prospect information and donor information
 - Database clean up to maintain accuracy
- Donation Processing and Acknowledgement

- o Timely processing and acknowledgement of cash gifts, in-kind, sponsorships, stock
 - o Timely acknowledgement of donations, fulfillment of sponsor benefits,
- Donor Cultivation and Stewardship
 - o Creative donor-centric communications

Event Coordination

- Annual Special Event
 - o Manage all planning, logistics, and execution including overseeing event budget and timeline, vendor relations, partnerships, volunteers, etc.
- Donor Cultivation & Engagement Events
 - o Organize and implement donor events (thank you, cultivation, engagement, planned giving, etc.)
- General Event Support
 - o Assist other departments with event training, checklists resources, etc.
 - o Point person for third party fundraising events on LTSC's behalf

Other duties as may be assigned by supervisor

Qualifications and Experience

- At least 2 years of experience in event planning, fundraising, marketing, communications or a related field
- Must be detail-oriented
- Very strong project management, time management, and organizational skills essential
- Demonstrated experience managing event budgets
- Must have some CRM experience; ideal candidate will be proficient with Salesforce.
- Strong communication, presentation and interpersonal skills required
- Must have a willingness to take initiative, learn and improve
- Marketing, including apps, platforms, and audience engagement is preferred
- Familiarity with the Japanese American community and/or the Little Tokyo community preferred
- Ability to work evenings and weekends when necessary
- Partial remote work is an option, but job duties require candidate to come to LTSC's office on a regular weekly basis

How to Apply: Please send a cover letter and resume to Sharon Kamegai Cocita (she/her), Director of Development at scocita@ltsc.org. Please include your pronouns in your application.