



Position:	Development Coordinator
Details:	Full Time, Exempt
Place of Work:	Berkeley
Reports to:	Senior Manager of Development Operations
Reporting to position:	N/A
Travel Expectations:	Occasional local travel

Seva Overview:

Seva is a global nonprofit eye care organization that has been transforming lives and strengthening communities by restoring sight and preventing blindness since 1978. 36 million people in the world are blind, a number that is projected to triple by 2050. Given access to appropriate eye care, 75% of them could see again. Restoring sight is one of the most effective ways to relieve suffering and reduce poverty, and Seva does just that. We have worked with local communities in more than 20 countries to develop self-sustaining eye care programs. Together we provide critical eye care to underserved communities –especially women, children, and indigenous peoples –that has helped 5 million blind people regain their sight over our four decades of service.

Scope of Work:

The Development Coordinator serves as the external and internal point of contact for fundraising efforts. The Coordinator assists with the planning and execution of fundraising campaigns, oversees donor cultivation events, and supports all development activities that lead to strong donor relations with Seva.

Main Responsibilities:

Support the daily operations of the Development Department

- Coordinate and grow the Legacy Giving program: follow up on all donor inquiries, identify new prospects, coordinate survey mailings, respond to completed surveys, and sign up donors.
- Working with the Development Manager, coordinate operations of monthly giving program: run batches, prepare Finance reports and follow up with lapsed donors.
- Assume a lead role in all Development fundraising and cultivation events

- Plan and implement stewardship events to acknowledge and educate donors as well as attract new prospects. Coordinate all event logistics, including mailing lists and invitations, event attendance, room setup, materials preparation, catering and technology needs and post-event communications and follow-up.
- Develop strategies to convert event attendees to donors.
- Coordinate the Major Donor appeal mailings (in-house) with volunteers.
- Assist with the development and execution of direct mail campaigns – list creation, mail distribution, and donation tracking.
- Maintain moves management for Major Donors and the C2020 campaign.
- Supports prospect research efforts that help to identify potential funders including assisting with developing prospect lists and analyzing past giving data. Prepare donor profiles as requested.
- Oversee and coordinate Seva office volunteer activities.
- Coordinate patient and partner story files received from Programs for donor communications.
- Perform data entry as needed.
- Other duties as assigned.

Key Qualifications

- 3+ years experience working in Development
- Positive and proactive communication with a sensitivity to the discretion required for donor relations.
- Excellent written and verbal communication skills required
- Ability to concentrate on multiple problems/tasks at once
- Strong attention to detail
- Cultural competency and experience working in teams to achieve a common goal.
- Ability to work independently, manage multiple priorities, and take action with limited resources.
- Strong leadership skills to manage volunteers and successfully run events.
- Experience with Raiser's Edge, MS Office software suite (Excel, Word and PowerPoint required)
- Bachelor's degree or equivalent experience preferred
- Ability to work occasion evenings and weekends

To apply send cover letter and resume to jobs@seva.org with "Development Coordinator" in the subject line.

*Only short-listed candidates will be contacted by email for an interview.