

**Manhattan Beach Education Foundation**  
**Development Coordinator**  
**Job Description**

The Manhattan Beach Education Foundation is a community driven fundraising organization, which supplements state funding for programs that inspire learning, enrich teaching, and promote innovation and academic excellence in the public schools of Manhattan Beach. Since MBEF was founded in 1983, it has provided a means for parents to invest in superior public education for their children in the Manhattan Beach Unified School District.

**Objective:** The Development Coordinator is responsible for supporting the development efforts and management of the donor database for the Manhattan Beach Education Foundation. The ideal candidate is analytical, tech-savvy, and detail-oriented, while also being mindful of the importance of building meaningful relationships with the MBEF's various constituents. This individual is responsible for ensuring high standards of quality, consistency, and accuracy across all campaign efforts.

**Full-time, in-person.**

**Reports to the Development Director.**

Development Support

- Assist in planning and executing fundraising campaigns, including the Annual Appeal and Community Partner Program
- Assist with donor communication and stewardship, including ASK letters, marketing eblasts, and acknowledgments
- Assist with all administration of all gifts, including donor outreach, matching gifts and acknowledgments
- Assist with the Annual Report and Honor Roll data collection and verification
- Coordinate administrative tasks related to Community Partners, including tracking and implementing benefits and program
- Facilitate reports as requested related to donor data and assist in creating the Weekly Stat Report for analysis of donor data
- Support the planning and execution of the Manhattan Wine Auction and other special events

Donor Database Management

- Assist in the accurate processing of incoming gifts, including pledges and installments, in Raiser's Edge according to protocols
- Support reconciliation of gift entry and prepare, revise, and distribute income, deposit, and credit card reports
- Support maintenance of database, including import of new constituents from district source annually
- Perform periodic maintenance, including eliminating duplicates, to ensure the health of all data
- Produce donor acknowledgement letters and receipts for donations, including annual tax records
- Maintain robust donor communication records, including proper physical documentation and media files
- Remain current in best practices data management, implementing and documenting any changes

Communication Support

- Respond to donor inquiries and provide excellent customer service to all stakeholders
- Assist in creating donor communication materials, including eBlasts and PTA newsletter announcements
- Monitor the content of the MBEF, Endowment and Manhattan Wine Auction communications and materials for accuracy
- Monitor external communication sources to help guide the MBEF communication strategy
- Assist with website maintenance for MBEF, Endowment and Manhattan Wine Auction
- Assist with social media content and scheduling for MBEF, Endowment and Manhattan Wine Auction

Revenue Reconciliation

- Work closely with the Director of Development and Donor Relations Coordinator to provide reports and documentation for financial reconciliation and accuracy between the accounting database and Raiser's Edge
- Enter gift batches, print daily contributions, and gift validation reports, submit batches and reports
- Manage credit card gift processing and documentation
- Manage matching gift process, including documentation and follow-up with donors

Qualifications:

- Bachelor's degree in a relevant field preferred (non-profit management, business, or communications)
- 2+ non-profit experience with donor database management platforms preferred – specifically Raiser's Edge NXT – and familiarity with data analysis, gift processing, and donor acknowledgment
- Proficiency in Microsoft Office, including Power Point, Excel v look-up and Mail Merge
- Excellent organizational and time-management skills, as well as the ability to work independently
- Detail-oriented with a high-level of accuracy and efficiency
- Available to work on occasional evenings and weekends for events and meetings
- Dedication to the MBEF mission of building enrichment opportunities in Manhattan Beach public schools

**Competitive pay dependent upon experience.**

**Please submit your cover letter and resume to [communications@mbef.org](mailto:communications@mbef.org).**

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