

**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:** As part of a small office team focused on MBEF's mission to raise funding for Manhattan Beach public schools, the Development Coordinator is a critical role in supporting our fundraising efforts and ensuring the effective management of donor records. The ideal candidate is detail-oriented, analytical, and tech-savvy to help ensure high standards of quality, consistency, and accuracy across all development records and reports. This position will provide significant assistance across multiple disciplines, including administration, donor data management, and development, requiring a high level of organization, as well as functional knowledge of various software solutions and technologies.

**Part-time, in-person.**

**Reports to the Director of Development.**

Donor Database Management Support

- Coordinate the processing of all incoming gifts, pledges, and installments according to established protocols, creating new donor records, and update existing records as needed
- Assist with the reconciliation of gift entry and prepare, revise, and distribute income, deposit, and credit card reports.
- Assist with donor communications, including pledge follow-up, acknowledgements and receipts
- Assist with the Matching Gift process, including documentation and follow-up
- Ensure the accuracy and confidentiality of donor databases and records, including import of new constituents from district source

Communication Support

- Cultivate and maintain positive relationships with donors and partners
- Respond to donor inquiries and provide excellent customer service to all stakeholders
- Assist in creating donor communication materials, including eBlasts and PTA newsletters
- 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

Development Support

- Assist in planning and executing fundraising campaigns, events and initiatives, including the Annual Appeal
- Assists with all administration of all gifts, including donor outreach, matching gifts and acknowledgments
- Assists with administration of the Annual Appeal and Community Partner Program, including the preparation of materials, the tracking and management of supporters
- Support the planning and execution of the Manhattan Wine Auction and other special events, including logistics, promotion and volunteer coordination

Qualifications:

- Bachelor's degree in a relevant field preferred (non-profit management, business or communications)
- 3+ non-profit experience in development, fundraising, or related field preferred
- Proficiency in Microsoft Office, including Power Point and Excel
- Strong communication skills, both written and verbal, and excellent customer service skills
- 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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