



JOB ANNOUNCEMENT

PART-TIME INDIVIDUAL GIVING COORDINATOR

CBE is a state-wide environmental health and justice organization that combines grassroots organizing, legal advocacy, and science-based research to achieve its goals. CBE's mission is to build power in low-income communities of color to achieve environmental justice by empowering community, reducing pollution and building healthy and sustainable communities. For more information, please visit: www.cbecal.org.

General Position Summary:

CBE seeks applicants for an Individual Giving Coordinator position in our Development Department. This is a part-time position located in our Huntington Park office beginning immediately. CBE seeks a well-organized, self-motivated individual with proven interpersonal skills to carry out the range of responsibilities in building out CBE's Individual Donor Program. Work is performed under the general direction and supervision of CBE's Development Associate. The Individual Giving Coordinator will work closely with the Development Associate and the Development Team to maintain and implement the individual donor fundraising plan.

Essential Functions:

- Work collaboratively and strategically with Development Associate in the implementation of the development plan, with an emphasis on building a culture of philanthropy and donor organizing throughout the organization
- Contribute substantially in carrying out CBE's in-house direct mail fundraising appeals, online fundraising appeals, social media fundraising campaigns, and phone bank campaigns and provide support in encouraging participation from staff, board members, community members and volunteers
- Assist in planning communications talking points for and maintaining individual donor fundraising programs such as, but not limited to; eScrip, Amazon, and Vehicle Donations
- Process donations and donor acknowledgement letters
- Provide logistical support and assist in planning fundraising and cultivation events, such as house parties, earth day celebration, donation drives, etc.
- Provide leadership for list building activities, support outreach efforts and when appropriate represent CBE at local community events
- Participate in statewide/regional staff meetings, communications committee meetings
- Work with the Development team to create and produce customized income, tracking, and analytical reports to measure, evaluate and interpret key fundraising metrics

Specific Job Skills and Required Qualification:

- Applicants should have a demonstrated commitment to social justice
- Previous grassroots fundraising experience
- Experience with Giftworks fundraising software or similar fundraising database software
- Strong written and oral communication skills

- Ability to work in a team setting and willingness to work a flexible schedule, frequent evenings and some weekends. CBE staff are also willing to work with your schedule.
- Proficiency in the full suite of Microsoft Office programs; Excel and PowerPoint are required
- Committed and able to uphold high levels of accountability for self and for others
- Ability to multi-task and work with the supervision of Development Associate, Development Director or independently
- Ability to handle confidential donor/supporter/constituency/member information with sensitivity and integrity
- Demonstrated ability to be creative, flexible, well-organized and self-starter
- Bilingual in Spanish is preferred but not required

Preference will be given to applicants with experience in public interest work, the environmental movement, civil rights, community organizing, scientific training, and/or personal history with communities highly impacted by pollution.

Compensation: This is a Part-time position with 20 hours a week at \$15.00 dollars an hour.

To apply: Please Submit via email to jobs @ cbecal.org : 1) cover letter, 2) resume, and 3) list of telephonic references. Include your last name and PT Individual Giving Coordinator in the subject line. Position open until filled.

CBE is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, LGBTQ, and all qualified persons to apply for this position.