



## Job Description

**Title:** Development Coordinator  
**Reports To:** Director of Development and Administration

**Summary:** The Development Coordinator will support COFEM's grant and development program. The Development Coordinator will assist in the implementation and execution of fundraising efforts by writing grant proposals and storytelling, and ensuring reports are submitted by a given deadline.

The Council of Mexican Federations in North America (COFEM) is seeking a passionate, energetic, self-motivated, and committed **Development Coordinator** to join COFEM's Los Angeles team. COFEM is a non-profit organization devoted to advancing the rights of the immigrant community. Our mission is to empower immigrant communities to be full participants in the social, political, economic, and cultural life of the United States and their country of origin. We accomplish this work by uniting, strengthening, and expanding our member organizations to better advocate, educate, engage, and mobilize our communities; to help realize the American Dream, preserve, and share their cultural traditions and help improve the lives of families and friends in their country of origin.

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### Responsibilities:

- Outline, draft and edit grant proposals and reports by a given deadline for private and community foundations, and/or government agencies. The Development Coordinator will also be assigned to write letters of inquiry, complete grant budgets, and compile documents solicited by funders; this also includes finalizing COFEM's monthly reports.
- Support in maintaining donor relations on behalf of the Organization; must constantly communicate with donors to ensure grant contracts are signed, grant reports are submitted on time, and inform funder(s) of donation receipts or pending grant receivables.
- Implement strategies to seek new funders that can support COFEM's programs, mission and/or strategic planning.
- Perform donor and prospect research on individuals, corporations, and foundations.
- Responsible for data entry and monitorization of grant revenue and the grants' progress. This may include keeping track of outreach efforts and completion of immigration integration applications.
- Work with the Director of Development and Administration in ensuring that grant funding is allocated and spent according to each grant's guidelines and that grant deliverables are met.

- Draft and complete the annual revenue budget. The Development Coordinator will work in collaboration with the Director of Development and Administration and the Executive Director to have the final annual budget approved by the Organization's Board of Directors.
- Organize and maintain development records, office files, and other materials related to the development program.
- Assist with the Organization's website and social media accounts such as Facebook, Instagram, and Twitter. This includes posting on behalf of each program and engaging with COFEM's followers, as well as continuously updating COFEM's website.
- Must be accredited with the Department of Justice (DOJ) within a year of employment to assist with immigration integration applications during clinics
- Other responsibilities may be assigned.

### **Required Skills and Experience**

- 1-3 years of experience in grant writing, development, and fundraising
- Outstanding written and verbal interpersonal communication skills in English and Spanish, with the ability to understand and appeal to multiple and diverse audiences
- Excellent knowledge of social media apps (Facebook, Instagram, Twitter, and Wix) and strategies is preferred
- Strong leadership skills and ability to manage multiple projects simultaneously, often with shifting priorities, while working under direct supervision or independently
- Advanced in Microsoft Office programs such as Word, Excel, and PowerPoint
- Ability to handle confidential donor/constituency information with sensitivity and integrity
- Demonstrated ability to be creative, flexible, well-organized
- Experience in a similar position within the public or non-profit sector is preferred
- Experience with database fundraising software programs is preferred
- Passionate about human and civil rights, immigrant rights, environmental justice, and conservation

### **Education Requirements:**

Bachelor's degree in English, journalism, communications, public policy, or a related field is highly preferred. Education requirements may be waived if candidate meets all the above skills, abilities, and experiences.

### **Benefits:**

Standard employer paid benefits including medical, dental, and life insurance; sick & vacation pay, and employer-paid holidays.

**Salary range:** \$21.00 per hour

This is a full-time, at-will, non-exempt position that is contingent to end based on the programs' deliverables and the funds available. The person hired will work 40 hours per week. Office hours

are Monday- Friday 9am- 5:30pm. At times, the Development Coordinator will be required to work on weeknights and/or weekends, and at different locations.

**How to Apply:**

COFEM is an equal opportunity employer and does not discriminate. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

**Application Deadline:** April 1, 2022 or until position has been filled. Please send a cover letter and resume to Liliana Camacho at [lcamacho@cofem.org](mailto:lcamacho@cofem.org).