

SURFAID

SurfAid's core mission is to save the lives of women and children in remote areas of Indonesia. We are part of a global community that specializes in working in very isolated villages where the maternal and child mortality rates are extremely high. Learn more at www.surfaid.org

Under the direction of the US Director of Development, the US Development Coordinator supports the successful implementation of fundraising activities to achieve organizational financial goals. The position is part-time (30 hours) with the future goal of expanding to full time. In addition to a variety of administrative duties, this position supports special events including the SurfAid Cups in Malibu and Santa Cruz. Additional responsibilities include sponsorship identification and solicitation, managing donor communications, fundraising systems, and database management. The US Development Coordinator is a creative, energetic candidate with attention to detail and a willingness to make a significant impact on the mission of SurfAid. The ability to multi-task and work in a fast paced environment is required.

PRIMARY RESPONSIBILITIES • Coordinate logistics for special events, including annual signature fundraising events "The SurfAid Cup" and community benefit events. Administer registration, ticketing, and technology systems to support an effective and efficient process for donors and guests. Ensure appropriate recognition and promotional benefits are fulfilled for sponsors and donors. • Create and implement donor stewardship materials for campaigns, special events, and ongoing development programs, including direct mail, acknowledgement letters, individual correspondence, thank you cards, and other communications via phone and email. • Provide support and content for social media channels for the active engagement of SurfAid supporters • Support all aspects of department administration, including list segmentation, maintenance of donor records, and vendor coordination. Serve as representative as needed for external events and appearances.

Two years minimum of direct experience in a fundraising, donor services, or marketing capacity within a non-profit environment, along with a bachelor's degree in a related discipline or an equivalent combination of education and experience preferred. • Knowledge of the surf community and culture a plus. • Self-starter with superior organizational and follow-through skills, and ability to meet deadlines and work well under pressure. Strong written, verbal, and visual communication skills. Excellent interpersonal skills to handle sensitive and confidential information, and to interact professionally with donors, volunteers, vendors, and members of the community. • Demonstrated proficiency in Microsoft Office, Donor Software programs or comparable CRM, desktop publishing tools, as well as email marketing, social media, and web content management systems. • Ability to travel as needed to perform job duties • Ability to work evenings and weekends • Other duties as assigned. • Send resume and cover letter to erin@surfaid.org