



JOB ANNOUNCEMENT

Development Coordinator

About the Organization

Valley Health Foundation (VHF) is a non-profit leader in community health and healthcare that fundraises to support, innovate, and advocate for better health for all in Santa Clara County. VHF helps patients, families, and dedicated healthcare professionals who serve in public healthcare facilities in Santa Clara County. VHF is the foundation for Santa Clara Valley Medical Center, O'Connor Hospital, and St. Louise Regional Hospital, 14 primary and specialty care health centers, Santa Clara County Public Health, Behavioral Health Services, and Custody Health. VHF also supports many community-based programs and services that share our mission to ensure better health for all. More information can be found at [Valley Health Foundation](https://valleyhealthfoundation.org)

Position Summary

The Development Coordinator will support Valley Health Foundation's fundraising efforts, including maintaining donor information in the donor database. The position is responsible for timely processing of gifts, handling gift acknowledgement letters, and accurately entering updates with attention to data integrity. In addition, this position serves as an integral support to the development team and supports projects to grow, strengthen, and steward our community of donors. In support ongoing annual giving programs, the Development Coordinator is responsible for a range of stewardship duties including the timely and efficient donor recognition.

This position reports to the Chief Development Officer and receives direction from the Database Manager.

Supervisor: Chief Development Officer
Status: Regular full-time, non-exempt (hourly) position
Schedule: 40 hours per week with occasional weekend or evening work
Office Location: 2400 Clove Drive, San Jose, CA 95128
Field Location: San Jose and Santa Clara County, California

Responsibilities

- Creates and maintains records by accurately entering contact information in the development database.
- Performs timely entry of gift and pledge records and provides gift reports or other lists as needed.
- Ensures gifts receive proper designation that aligns with donor intent
- Ensures a positive donor experience by generating acknowledgement letters in a timely manner and providing excellent customer service by assisting donors with inquiries and concerns.
- Under direction of the database manager, participates in projects and activities to improve data integrity and accuracy of our database.
- Assists in coordination and execution of fundraising campaigns, events, and initiatives, including donor stewardship activities and communications.
- Collaborate with others on the team to develop fundraising materials, including appeal letters, emails, and social media posts.
- Coordination of donor recognition projects including naming signage or display of donor lists.

Qualifications, Knowledge, and Abilities

- B.A./B.S. degree preferred with at least 2 years' of relevant work experience.
- Experience providing administrative support and/or high-level constituent services, preferably in a fundraising capacity.
- Experience with Salesforce, Donor Perfect, Raiser's Edge, other CRM systems, DocuSign, Adobe Acrobat, and other project management tools.
- Familiarity with nonprofit fundraising. Fundraising experience in healthcare or higher education strongly preferred.
- Strong organizational, written and verbal communication skills.
- Proficient in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint. Familiar with Google Workspace.

- Detail-oriented with a high level of accuracy in data entry and record maintenance.
- Commitment to maintaining confidentiality and adhering to ethical standards in handling donor information.
- Demonstrated ability to work effectively in a collaborative team environment with a wide range of work styles.
- Strong commitment to the Valley Health Foundation's mission, goals, and values.
- Ability to move around Health System campuses and Valley Health Foundation offices is required as needed.
- Multi-tasker with experience working on multiple tasks at once.
- A personal vehicle is required for travel throughout Santa Clara County. Mileage is reimbursed at the federally approved rate.

Compensation and Benefits

- Annualized salary range of \$55,000-\$70,000, based on a 40-hours/week full time equivalent.
- Comprehensive health, dental and vision benefits.
- Simple IRA with 3% employer match.
- Generous Paid Time Off (17-20 days annually).
- Paid Sick Leave (7-10 days annually).
- Federal and County holidays (12 days annually).
- At-home work allowable up to 50% days per week.
- Paid Time Off and County holiday pay will be prorated according to the number of hours in a regularly scheduled shift.
- Credit Union membership.
- Training and professional development opportunities.

Application Instructions

- The position will remain posted until filled.
- Interested applicants should submit a resume, cover letter, and three references to jobs@vhfca.org. References will not be contacted by the Valley Health Foundation until the final stages of the interview process. Applicants will be notified before any contact with provided references. The application process is confidential.

Diversity, Equity, Inclusion and Respect

At the Valley Medical Center Foundation, we value diversity in experiences, cultures and perspectives. This diversity is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive community. Because we seek a workforce with a wide range of perspectives and experiences, we encourage diverse candidates to apply, including people of color (in particular, under-represented minorities), women, veterans, members of LGBTQIA communities and individuals with differing abilities. We welcome applicants who will help us advance our commitment to an inclusive workplace and who desire to join a staff that is engaged in addressing issues of diversity, equity, inclusion and respect.