



DEVELOPMENT COORDINATOR

OPPORTUNITY

[Shoes That Fit](#), an award winning and highly respected national non-profit that provides brand new athletic shoes to children in need, seeks a talented professional to join us in the position of Development Coordinator at our office in Claremont, CA.

JOB SUMMARY

The Development Coordinator serves as a key partner in building and sustaining meaningful relationships with donors and supporters. Through thoughtful communication, strong organizational support, and attention to detail, this role helps ensure that every donor interaction reflects Shoes That Fit's mission and impact.

TYPICAL DUTIES AND RESPONSIBILITIES

Donor Stewardship & Engagement

- Coordinate and execute donor thank-you processes, including handwritten notes, emails and acknowledgement letters
- Make donor thank-you calls and assist in maintaining consistent, personalized stewardship touchpoints as directed
- Support donor cultivation efforts by scheduling meetings, preparing briefing materials, taking minutes, and tracking follow-up interactions
- Assist in managing donor communication calendars to ensure timely outreach and engagement
- Maintain high-quality, donor-centric communication standards across all touchpoints
- Help create and execute donor engagement events as needed
- Provide donor facing communication and content support, draft and proofread donor correspondence, including emails, letters, and acknowledgements (move to donor stewardship)
- Support preparation of materials and briefing documents for staff attending donor meetings

Board & Development Committee Support

- Coordinate, prepare, and deliver communication for the Development Committee, including meeting scheduling, agendas, meeting minutes, reports, and follow-up materials
- Track action items and support committee members in meeting deadlines



Administrative & CRM Management

- Maintain accurate donor records in Customer Relationship Management system (CRM) including contact details, interactions, and gift entries
- Generate reports and lists to support campaigns, events, and donor outreach

Campaign & Direct Mail Support

- Support in-house campaign assembly (e.g. stuffing, labeling, mailing components)
- Assist with list pulls, segmentation, and quality control for direct mail and email campaigns
- Track campaign timelines

Department Support

- Support cross-functional collaboration with Marketing and Strategic Partner team
- Conduct basic donor research and prospective identification
- Support reporting on campaign performance and donor engagement metrics
- Coordinate submission of time off requests, expenses, and general administrative correspondence for Deputy CEO, External Affairs
- Other support duties for senior Development staff as assigned

QUALIFICATIONS

- Three (3) years of experience in nonprofit development, fundraising, administrative support, customer service, or a related field
- Strong organizational and interpersonal skills with the ability to manage competing priorities
- Excellent written and verbal communication skills, detail oriented
- Demonstrated ability to handle sensitive and confidential information with discretion
- Proficiency in Microsoft Office (Word, Excel, Outlook), experience working with databases or CRM systems
- Ability to work both independently and collaboratively
- Passion for helping kids
- Represents organization in a professional manner
- Constantly operates a computer and other office machinery; must be able to remain in a stationary position for 50% of the time



HOW TO APPLY

Submit a cover letter indicating your interest in and qualifications for the position, along with your resume, through [Indeed.com](https://www.indeed.com) OR via email to Linda Matthews, Director of Administration, Shoes That Fit, at jobs@shoesthatfit.org.

SALARY AND BENEFITS:

Job Type: Full-time, non-exempt

Salary Rate: \$26.00 - \$28.00 per hour

Competitive health, vision and dental benefits; generous 403(b) retirement savings plan with 2:1 company match; Employee Assistance Program; holidays, vacation and sick time.

Shoes That Fit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.