International School Los Angeles
Lycée International

Development Coordinator

About the International School of Los Angeles

Mission:
We cultivate an intrinsic global mindset as students learn to think critically, engage meaningfully, and thrive through an education in French and English—anchored in Francophone culture and enriched by an international curriculum and community.

Values:
The delivery of our mission is anchored in the commitment of each member of the school community to uphold the values of respect, excellence, and diversity.

Campuses
Burbank
Los Feliz
Pasadena
West Valley

Job Description

Title: **Development Coordinator**
Department: Development Department
Reports to: Director of Development
Location: School Administration, Burbank, CA
Compensation: Salary Range $75,000 - $80,000/year

Context:

This position requires an organized, detail-oriented, and data-minded candidate who has significant Blackbaud Raiser's Edge NXT experience (RE and NXT), as well as an understanding of, and a passion for, non-profit Development or Advancement work.

Main objective:

Manage the organization's Raiser's Edge database with regular updates, database report generation, and database audits. Provide administrative support for the Development initiative. Knowledge of the Development process (annual fund, familiarity with capital campaign process, galas, etc.)

Key relationships:

- Be an active member of the Development Department.
- Collaborate closely with Development, Accounting and IT teams.
- Collaborate with donors, foundations, families, alumni, and faculty/staff.

School Administration
1105 W Riverside Dr, Burbank, CA 91506
tel 818-994-2961, fax 818-994-2816, www.internationalschool.la

Selection Criteria

Essential qualifications:
This position exercises independent judgement and requires strong technology skills, including proficiency in database management programs such as Blackbaud Raiser's Edge (RE and NXT), GiveSmart (auction management), DonorSearch (prospect research), Google platforms such as Sheets, MS Office, with advanced experience in MS Excel preferred.

Required Education and Experience:
- Bachelor's degree or equivalent experience
- Minimum of three (3) years of Blackbaud Raiser's Edge NXT database donor management required.
- Fluency in English (Written/Spoken)
- High Level of Written English Proficiency
- Ability to Communicate Effectively in English

Additional Qualifications:
- Excellent organizational skills and demonstrated ability to prioritize and effectively manage multiple tasks and deadlines with minimal supervision
- Demonstrated ability to process and track donations and import/export raw data to/from donor database
- Strong attention to detail and ability to maintain the highest level of confidentiality, including donor information
- Strong problem-solving skills
- Excellent verbal/written and interpersonal communication skills with donors and faculty/staff
- Ability to work well with others, exercise sound judgment, and work occasional flexible hours (including evening and weekend work as needed)
- Ability to train and effectively manage/utilize staff and volunteers at events
- Ability to prioritize and work under multiple deadlines
- Perform other duties as assigned

Desirable Qualifications:
- A demonstrated understanding and commitment to the School's mission and values
- Knowledge of French (not essential)

Specific Responsibilities:
Responsibilities include, but are not limited to, the following:

Database Management
- Significant attention to detail to input records and maintain the database, including report creation and generation, gift entry, updating donor contact information, constituent codes, data imports, donations processing, and online donor transactions.
- Maintain Raiser's Edge database to ensure maximum efficiency as a constituent relationship management system, consistent with established data entry guidelines. This includes periodic maintenance of duplicate records, updating relationships, managing opt-outs, importing data as needed, and more.

- Experience with the Google platform, most specifically Sheets as well as Microsoft Excel. Ability to create, run, and manage mail merges.
- Manage wealth screenings and prospect research data.
- Generate queries, reports, and exports for mailings, events, analysis, and tracking of fundraising results.
- Work with Admissions and the School Registrar & Student Information System Specialist to import student and parent data (PowerSchool and Infosnap).
- Work with Accounting to manage a regular system of fundraising contributions and pledge reporting, audits, reconciliation, etc.

Donor Relations

- Process donations and donor acknowledgement letters in a timely manner.
- Manage donor data entry using Raiser's Edge and generate all necessary reports on a weekly, monthly, and annual basis.
- Ability to set up and run regular reports on the Raiser's Edge dashboard.
- Prepare donor records and donation information for publication in the year-end annual report and other school publications.

Events

- Assist at events using auction software.
- Process payments and donations for events and acknowledge donors and constituents following the events.
- Represent or support Development as needed at meetings and events.

Technology

- Manage Blackbaud Raiser's Edge (both RE and NXT) and other online donor platforms including creating campaign pages, updating information, troubleshooting issues, etc. (Greater Giving, GiveSmart, Benevity, CharityVest, etc.)
- Work with IT staff and participate in the overall school IT program and data management.
- Receive relevant ongoing training (webinars, workshops) to stay current on best practices.

Supervisor Responsibility:
All employees must supervise students and are expected to comply with our School Child Protection and Mandated Reporter Policies.

Work Environment:
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:
While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/ Expected Hours of Work:
Workdays are Monday through Friday, some evenings, and occasional weekends.

Travel:
Some travel between campuses for meetings.

Work Authorization:
J visa holders cannot be considered.

Must be authorized to work in the United States, take and pass the Department of Justice Live Scan, and health requirements of health screening, TB, and immunizations.

The International School of Los Angeles provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties:
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

How to Apply

Please send your cover letter, resume and list of references to cv@lilaschool.com (please put “Development Coordinator” in the subject line). The position is available for an immediate start, with applications considered on a rolling basis. No phone calls, please.