

JOB DESCRIPTION

POSITION: Development Coordinator II

STATUS: Full-time, Non-Exempt

Location: On-site, Boyle Heights

Hours: 9:00 AM – 5:35 PM

COMPENSATION: \$26-30/hour

REPORTS TO: Associate Director of Development & Communications

Organizational Background: Proyecto Pastoral was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and senior women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; *Comunidad en Movimiento*, focused on civic engagement and leadership development; and Promesa Boyle Heights through which a collaborative of organizations and schools strive to create an educational cradle to college and career pathway for our youth. Proyecto Pastoral serves over 8,000 children, youth, and families.

KEY RESPONSIBILITIES:

Grants & Foundation Relations (65%)

- Coordinate the full grant lifecycle:
 - Research and identify new funding opportunities
 - Write and submit proposals, LOIs, and reports
 - Support the grant calendar and deadlines
- Develop compelling narratives aligned with program outcomes
- Collaborate with program and finance teams to gather data and budgets
- Maintain and grow a pipeline of foundation prospects
- Ensure timely and accurate reporting to funders

Project Coordination & Workflow Management (15%)

- Coordinate development workflows across grants, campaigns, and stewardship
- Review work for accuracy and completeness
- Ensure deadlines and priorities are met across projects

Events & Sponsorships (10%)

- Support fundraising events and sponsorship tracking
- Assist with logistics, timelines, and follow-up

Data Management & Reporting (10%)

- Maintain accurate records in CRM (DonorPerfect or similar)
- Track grants, campaigns, and fundraising performance
- Collaborate with the Data Analyst on reporting and insights
- Ensure data integrity across systems

GENERAL RESPONSIBILITIES

- Coordinate development workflows across grants, campaigns, and stewardship
- Review work for accuracy and completeness
- Ensure deadlines and priorities are met across projects
- Represent Proyecto Pastoral at events and community engagements
- Participate in cross-functional meetings and collaboration
- Support team priorities as needed
- Demonstrate commitment to Proyecto Pastoral's mission and community-centered values

QUALIFICATIONS

Required

- Bachelor's degree
- 3–5 years of nonprofit fundraising experience
- Direct experience with grant writing and reporting
- Strong writing and editing skills
- Strong organizational and project management skills
- Ability to manage multiple deadlines and priorities

Preferred

- Experience managing a grant portfolio
- Experience coordinating projects or guiding junior staff
- Familiarity with donor databases (e.g., DonorPerfect)
- Bilingual (English/Spanish)
- Experience in community-based or social justice organizations

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Job Type: Full-time

Benefits Included:

- 401(k)
- Dental Insurance
- Health Insurance
- Paid Time Off
- Vision Insurance

Application Question(s):

- Proyecto Pastoral is committed to its mission and social justice values. What do you feel you can bring to the team to further our mission to grow our outreach in the Boyle Heights community?
- What Donor databases have you used?

Education:

- Bachelor's (Preferred)

Experience:

- Grant writing: 3 years (Required)
- Fundraising: 3 years (Required)

Language:

- Spanish (Preferred)

Ability to Commute:

- Los Angeles, CA 90033 (Required)

Proyecto Pastoral is an equal opportunity employer. **Interested applicants should send a resume and a cover letter to hr@proyectopastoral.org.**