Organization Overview

Coaching Corps believes that every young person needs a caring adult outside the home who believes in them, teaches them invaluable life lessons, and helps them to become their best self. For many of us who grew up with access to quality organized sports, that person was a coach.

Middle-class and affluent families pour money and time into ensuring that their kids benefit from sports participation. But kids living in low-income communities have limited access to quality sports programming, leaving them once again on the side-lines.

Coaching Corps is the only national organization with the sole mission of leveling this playing field. We inspire people to volunteer as sports coaches and then place them with after-school programs serving low-income communities so that they can offer quality sports programming with a trained coach. Coaching Corps coaches are trained and supported to use a season of sports to teach kids invaluable life skills such as persistence, optimism, self-regulation, and empathy. Coaches help young people experience the safety, belonging, trust, and autonomy of a great team sports environment while learning to surpass even their own expectations and building confidence and leadership skills.

Since 2012 Coaching Corps has trained and supported over 10,000 people to become sports coaches. In turn, these coaches have provided a season of sports to over 100,000 kids. We operate throughout California, as well as in Boston, Baltimore, Orlando, and Atlanta. This year alone we will provide over 30,000 kids with a trained coach as a role model and mentor. Along the way we are building a vocal constituency of young people, afterschool leaders, sports industry executives, and community leaders, in support of youth sports for all kids, regardless of the neighborhood they live in.

Join a growing and dynamic organization committed to closing the sports equity gap. Stand with thousands of volunteer coaches and dedicated afterschool programs that are building the movement to ensure that every child, regardless of their zip code, has access to the transformative power of sports with a trained and caring coach.

More information about Coaching Corps can be found at www.coachingcorps.org. Coaching Corps is an equal opportunity employer. Qualified women, racial and ethnic minorities, persons with disabilities, and those who are LGBTIQ-identified are encouraged to apply. Please send your resume and cover letter to careers@coachingcorps.org with the position title in the subject line.

Position Overview

The Donor Relations Manager is a key partner to the Development team. This position utilizes strong writing skills combined with analytical thinking to help implement and manage strategies to support the department’s work with major and annual donors as well as trustees.
Responsibilities

Principal Duties

- Responsible for ensuring accuracy and integrity of the Development Database, including data input and output, technology management, and end-user training and support
- Develops proactive strategies for constantly improving the integrity of the data in the development database
- Prepares complex database queries, exports, dashboards, reports, mailing lists and donor recognition lists within Salesforce
- Prepares and summarizes information to be provided internally to inform strategy
- Generates pledge reminders and preserves gift and pledge audit trail
- Logs, monitors, and reports on donor cultivation, stewardship and recognition activities
- Develops standard reports for tracking fundraising progress, analyzing trends and gaps, track direct mail results, event revenues, and solicitor fundraising
- Creates and maintains standard monthly and year-end reporting procedures for regular reconciliation with finance
- Works with the Senior Manager of Analytics and Strategy to ensure coordination between databases as needed, e.g., Qualtrex, Pardot and Salesforce
- Develops parameters and formats for all mailing lists. Utilizes database coding structures to target and refine mailing lists, segregate donors, and keep donor lists up to date.
- Prepares and prints mail merge files for mailing labels, envelopes, emails as needed
- Determines and implements projects and protocols to enhance and streamline database usage and clean up records.
- Creates and project manages an agency proposal and tracking process within Salesforce.
- Oversees the creation and maintenance of online donations and event registrations pages as well as email acknowledgements of online gifts

Research duties

- Proactively analyzes and evaluates data from a wide range of sources to identify prospects and their financial capability, philanthropic interests and propensity to support Coaching Corps.
- Conducts responsive research as requested by development colleagues or other Coaching Corps staff
- Prepares in-depth research and analysis of donor prospects (corporations, foundations, individuals), using internet and other sources
- Enters prospect research findings into existing or new constituent records in Salesforce

Qualifications

- A love of numbers and data
- Bachelor’s degree preferred (statistics, mathematics, library science a plus)
- Three to five years’ experience preferred – previous fundraising experience required
- Required proficiency in information and database management
- Prior experience with Salesforce required
- Experience with donor research preferred
- Excellent project management skills, communication and interpersonal skills
- Ability to think critically, and independently, inquisitive, strong problem-solving skills
- Ability to handle various projects on an ongoing basis while addressing daily needs for the organization; ability to meet multiple priorities under strict deadlines
- Comfort and effective translation between end-user needs and database output

**Working Conditions/ADA information**

Work performed at Coaching Corps headquarters is in an accessible, secure, and quiet office environment. Responsibilities occasionally may require an adjusted work schedule, overtime, and evening/weekend hours in order to meet deadlines. In addition, the following physical requirements are indicated below using the following key definitions:

- Task is not applicable during most, if not all, working hours – described as N/A
- Task takes less than one-third of the time – described as “occasionally” or “O”
- Task takes one-third to two-thirds of the time – described as “frequently” or “F”
- Task takes more than two-thirds of the time – described as “regularly” or “R”

<table>
<thead>
<tr>
<th>Fine Manipulation</th>
<th>R</th>
<th>Move, Traverse</th>
<th>O</th>
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</thead>
<tbody>
<tr>
<td>Vision – close</td>
<td>R</td>
<td>Climb</td>
<td>N/A</td>
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<tr>
<td>Vision – distance</td>
<td>O</td>
<td>Stoop/Kneel/Crawl</td>
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<tr>
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<td>O</td>
<td>Talk</td>
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<tr>
<td>Ability to lift 25 lbs</td>
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Coaching Corps reserves the right to assign or reassign duties and responsibilities to this job at any time. The job description reflects management’s assignment of essential functions, but it does not restrict the tasks that may be assigned.