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# Development Coordinator

## Job Description

### Kizuna's Mission:

As part of the AAPI community, Kizuna's mission is to build a vibrant Nikkei community by:

- Creating an empowering culture and environment
- Engaging and advocating for the community by igniting the passion of young Japanese Americans
- Building collective identity through multi-generational and multi-ethnic collaborations

### Position Summary

<b>Title:</b>	Development Coordinator
<b>Classification:</b>	Part-time, Temporary, Non-Exempt
<b>Time Frame:</b>	One Year (possible extension based on success of fundraising)
<b>Hours:</b>	20 Hours Per Week, .5 FTE
<b>Wage:</b>	\$16.82 hourly, (17.5 per year)

### Summary:

Working under Kizuna's Director, the Development Coordinator is primarily responsible for research, acquisition and management of grants. Additionally, the Development Coordinator will provide some assistance in enhancing existing fundraising efforts and the development and implementation of marketing strategies and campaigns.

## Specific Duties

% of FTE	Responsibilities
.3 FTE	<p><b>Grant Research, Acquisition &amp; Management</b></p> <ul style="list-style-type: none"> <li>• Research of relevant and attainable grants from mainstream, community and family foundations</li> <li>• Communication and relationship building with foundations</li> <li>• Grant application writing</li> <li>• Management of deliverables, reporting and relationships of acquired grants</li> </ul>
.1 FTE	<p><b>Fundraising Enhancement</b></p> <ul style="list-style-type: none"> <li>• Providing administrative support and outreach to enhance Kizuna's existing fundraisers, specifically:               <ul style="list-style-type: none"> <li>○ Annual Appeal: segmentation of donor lists, donor research</li> <li>○ Giving Network: outreaching for larger participation</li> <li>○ Opportunity Drawing: outreaching for larger participation</li> <li>○ Recurring Donors: donor research and recruitment from existing donor base</li> </ul> </li> <li>• Special for 2014-2015: Preparation for 5th Anniversary               <ul style="list-style-type: none"> <li>○ Providing logistical support for 5<sup>th</sup> Anniversary activities.</li> </ul> </li> </ul>
.1 FTE	<p><b>Marketing Strategy and Campaigns</b></p> <ul style="list-style-type: none"> <li>• Development &amp; implementation of marketing strategy of Kizuna's programs for Japanese American parents.</li> <li>• Building Kizuna's brand</li> </ul>
	<p><b>Other Duties As Assigned</b></p> <ul style="list-style-type: none"> <li>• As need arises, this position may be asked to take on tasks and assignments not directly related to the above work areas.</li> </ul>

### Additional Requirements:

- Drivers license and personal vehicle
- Proficiency in Microsoft word, excel and powerpoint (or related program)
- Basic knowledge of database management systems
- Bachelor's Degree from an institution of higher education required