



OPERATION GRATITUDE
Development Coordinator (Corporate Events)
Los Angeles, CA Based with Remote Time

OUR MISSION

The mission of Operation Gratitude is to create opportunities for all Americans to say 'Thank You' to their Military and First Responder heroes.

WHO WE ARE

Operation Gratitude is one of the largest and most impactful nonprofits in the country for hands-on volunteerism in support of military, veterans, and first responders. In March of 2003, Operation Gratitude sent its first four care packages to deployed service members in Iraq. Since its inception, the organization has encouraged millions of Americans to express their gratitude through hands-on volunteerism, in turn lifting the spirits of more than 3.3 million deployed troops, recruit graduates, veterans, military families, first responders and healthcare heroes. The volunteers of Operation Gratitude are a generous and spirited grassroots network of Americans joined in common cause to say “Thank You” to all who serve our great nation. For more information visit [OperationGratitude.com](https://www.OperationGratitude.com), or follow us on Twitter at [@OpGratitude](https://twitter.com/OpGratitude).

THE OPPORTUNITY

Reporting directly to the Director of Corporate Engagement, working closely with the Director of Corporate Partnerships, Communications Team and CEO, the Development Coordinator will work to build relationships, prospects, confirm new partnerships and execute employee engagement events with corporate partners.

RESPONSIBILITIES AND DUTIES

- Provide excellent and timely service to existing or potential supporters who request information about recent donations and future opportunities for support.
- Use Salesforce as a tool to maintain donor records such as phone calls, emails, project management personal visits, next steps and reminders for future activity.
- Maintain Salesforce records pertinent to Development, including but not limited to sponsorship agreements and corporate events orders.
- Respond to website inquiries (Nationwide Anywhere Opportunities) as directed by the Director of Corporate Engagement.
- Oversee the execution of the corporate engagement events including but not limited to proposal creation, material ordering, payment coordination, corporate partner communication, guidance and stewardship.

- Utilize Salesforce and other tools to track and standardize the management of prospective and confirmed partnerships
- Work closely with Sr. Manager of Fundraising and Digital Marketing Manager to design and create flyers and other collateral for corporate events and fundraising campaigns
- Management of Operation Gratitude E-Commerce site
- Minimum of 1-2 days per week at the Operation Gratitude FOB

QUALIFICATIONS

- Excellent written and verbal communication skills
- Deep understanding of the importance of properly recognizing volunteers and supporters both in-person and remotely.
- Highly organized and self-starting with the ability to handle multiple projects and priorities with an appreciation for detail.
- Strong interpersonal skills, including an ability to maintain positive professional relationships with a range of people including Military community members, funders, influencers, and the media both in person and by writing/phone
- Strong administrative, organizational and time management skills; ability to establish and manage priorities and meet deadlines
- Must be flexible and able to work some nights and weekends

DESIRED QUALIFICATIONS

- Bachelor's Degree
- Military community support experience or prior military affiliation/ service preferred; or a demonstrated understanding and appreciation of the special lifestyle and needs of military service members and their families.
- Prior non-profit experience
- Familiarity with Salesforce, Microsoft Office Suite and Google Workspace

Operation Gratitude is an equal opportunity employer. For more information about Operation Gratitude, please visit www.operationgratitude.com

SALARY & BENEFITS

Salary is competitive and dependent on experience. Full benefits, including medical, dental and vision, 401K and life insurance, are available.

PROFESSIONAL LEVEL: Non-Exempt/Full-Time

