



Health Insurance Counseling  
and Advocacy Program

Open Position Announcement  
**Development Coordinator**

**The Organization**

Legal Assistance for Seniors (LAS) is a 501(c)3 nonprofit in its 50<sup>th</sup> year serving Alameda County residents who are 60 years of age and older. Through its Legal Services Program, LAS provides legal advice and information, representation in court and administrative hearings, referrals to other community resources, and community education and training in the areas of prevention of elder abuse, consumer law, public benefits, housing, guardianships, naturalization, and health law. Through its Health Insurance Counseling and Advocacy Program (HICAP), LAS provides individual counseling and community education to Medicare beneficiaries in the areas of Medicare enrollment and coverage, supplemental coverage including Medicare Advantage and prescription drug plans, low-income assistance programs, and long-term care insurance.

**The Role**

The Development Coordinator is a key member of the development team, coordinating and providing crucial support for fundraising projects and events in collaboration with the Executive Team, i.e. the Executive Director and Associate Director. This includes managing donor acknowledgement, identifying new prospects, and coordinating fundraising events. The Development Coordinator is responsible for preparing fundraising letters, managing print and digital communications, and assisting with the planning of the annual conference on elder abuse.

**Duties and Responsibilities include but are not limited to:**

**Donor Administration**

1. Record and maintain all aspects of fundraising activities in the Salesforce database, including:
  - a. Data entry of gifts
  - b. Regular updating of donor and prospective donor contact information.
  - c. Collaboration with finance team to reconcile fundraising income and support the monthly, quarterly and year-end close processes.
2. Maintain donor lists
3. Create, print, mail, and track acknowledgment letters, receipts, renewal notices, and pledge reminders.
4. Schedule internal and external meetings and prepare materials.
5. Research and identify new prospects including potential corporate sponsors and grant opportunities

**Communications & Outreach**

1. Develop content for all communications, print and digital; for example, fundraising appeals, announcements, newsletters, stewardship packets, event collateral and campaign materials
2. Oversee design and printing or digital delivery of communications

3. Collaborate with the Community Education Department on social media posts and strategy, as well as other aspects of outreach
4. Responsible for the planning and execution of fundraising events, and assisting with planning the annual conference on elder abuse
5. Partner with Program Managers and other staff to develop an open dialogue regarding client stories and client donation requests

### **Qualifications**

#### **Required:**

- One to three years of fundraising development experience
- Excellent verbal and written communication skills, with a knack for storytelling
- Excellent interpersonal skills with demonstrated ability to develop collaborative working relationships
- Ability to work independently and as part of a team
- Detail oriented and organized
- Excellent problem solving and project management skills
- Microsoft 365 (Word, Excel) or Google Suite (Docs, Sheets) proficiency
- Commitment to serving underserved communities; sensitivity towards older adults and persons with disabilities

#### **Preferred:**

- Bachelor's degree
- Sales or Marketing experience
- Familiarity with Salesforce

### **Working conditions & physical requirements**

- Ability to sit for extended periods and use of phones and computer systems for long periods of time
- Ability to alternate between sitting and motion tasks frequently.
- Extensive computer use

### **Compensation and Benefits:**

- Salary range of \$25.00 - \$33.00 hourly depending on experience
- 35-hour work week
- Four weeks of vacation, accrues from first day, available for use after 90 days
- Two weeks of sick leave per year
- Three personal days per year, available immediately
- Generous paid holidays each year (13-15)
- 100% employer-paid medical, dental, vision, and life and AD&D insurance starting on the first day of employment. Dependent care coverage available at employee's cost.
- Healthcare and dependent care pre-tax flexible spending accounts.
- Additional employee-paid elective benefits for Critical Illness and Accident, Life and AD&D, and Disability Insurance are available.
- Robust additional benefits, including an Employee Assistance Program, Caregiver Support Program, Adoption Assistance, Health Care Advocacy, and Financial Wellbeing Support.

- Eligibility for Safe Harbor Employer 401(k) contribution of 3% of salary after 15 weeks of continuous full-time employment, no match required, 100% vested from the start.

**To Apply:** Please email a cover letter and resume in a PDF format to [jobs@lashicap.org](mailto:jobs@lashicap.org) with the subject line “Development Coordinator.” Deadline for applications is midnight PST, March 29, 2026. In your cover letter please address the following:

LAS serves an extremely diverse population. Our clients include seniors, people with disabilities, low income members of our community, LGBTQ individuals, and people of color. **How do you think your experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity?** Feel free to think broadly about your response to this question.

To review our agency DEI Vision, visit our website: [Diversity, Equity, and Inclusion \(DEI\)](#).

*Please note that if offered a position, some funding sources require staff to be fingerprinted. Bear in mind that not all items on record would preclude a candidate from eligibility.*

*Legal Assistance for Seniors is an Equal Opportunity Employer and does not discriminate based on race, color, religion, religious creed (including religious dress and grooming), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requested or approved for leave under FMLA or CFRA), domestic violence victim status, political affiliation, or any other status protected by law.*