

# We're out to design a better world, and we need your help.



IDEO.org is out to design an end to poverty by bringing creativity, empathy, and innovation to the social sector. Our goal is to improve the lives of people in poor and vulnerable communities through design and we're doing it in three ways: through the products, services, and experiences that we design; through the problem solvers we fuel; and by inspiring the social sector to adopt human-centered design.

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## How To Apply

Please upload your resume and cover letter and resume at

<http://smrtr.io/aNkBvQ>

Applications will be reviewed on a rolling basis.

## Equal Opportunity Employer

IDEO.org is an equal opportunity employer; applicants are considered for all roles without regard to race, color, religious creed, sex, national origin, citizenship status, age, physical or mental disability, sexual orientation, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law.

## Philanthropy Coordinator

Full Time, San Francisco, CA

### Position Summary:

IDEO.org is seeking an experienced, detail-oriented Philanthropy professional with 1-2 years of philanthropy and fundraising experience. Familiarity with Salesforce is a plus. The candidate will provide general fundraising support to IDEO.org's Director of Strategic Partnerships, ideally, with an eye toward increasing database and reporting functionality as we grow the philanthropy team within the organization. The candidate will have a flexible outlook and be prepared to take on other strategic projects on behalf of the philanthropy and impact teams as needed. In return, IDEO.org will provide an opportunity to gain experience in areas such as fundraising, philanthropy, international development, human-centered design, and the day-to-day operations of a nonprofit organization with a global reach. The Philanthropy Coordinator will report to the Director of Philanthropy.

### Responsibilities:

- Collect, monitor, and manage all donors in Salesforce, IDEO.org's database.
- Manage, coordinate, and execute the collection of impact data on completed projects from IDEO.org team members (i.e. program areas), partner organizations, and stakeholders, providing support for timely, accurate, and consistent reporting
- Process donations and prepare acknowledgement letters and other correspondence.
- Create monthly fundraising reports and other database reports as needed.
- Continually update and correct database records.
- Maintain guest lists, gather and prepare registration materials at donor events.
- Manage logistics for events including developing a theme, catering, decorations, set-up and serving as a host on the day.
- Collaborating with the IDEO.org Experience team to design impactful and delightful experiences.
- Conduct preliminary research on prospective foundations and individual donors.
- Prepare reports, presentations, and proposals for prospects and donors.
- Assemble media and donor kits for events and meetings.
- Assist with mailings, filing, and other special projects as needed.

### You have:

- A passion for learning and cultivating a career in fundraising and philanthropy.
- The ability to thrive in a fast-paced environment and can successfully manage multiple and changing priorities and projects while driving toward deadlines.
- Excellent written and verbal communication skills.
- Proficiency in Salesforce, Microsoft Office, Google Drive, and Adobe Creative Suite.
- Attention to detail and presentation.
- Experience in data management, creating reports, presentations, and proposals.
- An uncanny ability to grow from trying-by-doing.
- Strong problem-solving skills, resourcefulness, and a knack for just getting things done.
- Curiosity about the social innovation design sector.