



Development Coordinator

Radiant Health Centers (RHC), seeks a Development Coordinator who has strong Razor's Edge skills can manage multiple tasks and prioritize effectively and adopt to new skills, procedures, and systems quickly.

With a team of caring and committed individuals and hundreds of dedicated volunteers, RHC is working to eliminate the stigma and overcome health disparities impacting the Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community by providing healthy and compassionate care options.

RHC is the largest Orange County provider for such healthcare services and is currently expanding its capacity with plans to create a dedicated Federally Qualified Health Center (FQHC) for the LGBTQ+ community.

The Development Coordinator:

- Skilled in Razor's Edge donor data entry system.
- Work with finance team to reconcile donation entry.
- Assist Director of Donor Relations with data mining for prospects
- Manage database clean-up including de-duping, merging files, and updating addresses.
- Assist with planning and execution of all fundraising events including logistical details, and serving as a point of contact for vendors, sponsors, supporters and volunteers.
- Record and track event data and constituent information including budget information, registration lists and results.
- Oversee the reconciliation process for RHC events.
- Coordinate mailings and other collateral materials related to the Development Department.

The ideal candidate will have the following qualities and qualifications:

- Ability to manage multiple tasks and prioritize effectively.
- Adopt to new skills, procedures, and systems quickly.
- Strong interpersonal skills and a professional demeanor.
- Experience working in an office environment with administrative experience required.

How to Apply

To apply for Communications Coordinator position, please forward a cover letter and resume using one of the following methods:

- Email your resume and cover letter to Lisa Osborn losborn@radianthealthcenters.org.
- Mail to Radiant Health Centers, Attn: Lisa Osborn, 17982 Sky Park Circle, Ste J, Irvine, CA 92614
- Fax to (949) 809-5779
- No phone calls, please

RHC is an equal opportunity employer