



Development Coordinator Job Description

JOB SUMMARY

The primary duties of the Development Coordinator (DC) include data entry, grant research and writing, donor appeal and stewardship coordination, community outreach through social media networks, program marketing support and general program support. This position is heavily detail-oriented, requiring daily use of our database system. S/he works closely with and actively assists the Executive Director and other staff members to assure the smooth, efficient operation of The Hunger Coalition. The ideal candidate has many of the following qualities: personable, creative, flexible, and highly organized, with strong computer, writing and communication skills. S/he reports directly to the Executive Director and will adhere to policies established by the Board of Directors as well as to the organization's goals and objectives.

The ideal candidate:

Has a Bachelor's degree or 2 years related experience or equivalent combination.

Has Bilingual (Spanish/English) communication skills.

Works well with persons of varied sexual preference, racial, ethnic, cultural, socioeconomic backgrounds, and with individuals who are differently-abled.

Demonstrates commitment to social justice and/or community service through previous employment and/or volunteer experience.

Has experience using various online social media networks. Proficiency in design software, or ability to quickly become knowledgeable, in the Adobe Design Suite a plus.

Has solid knowledge of word-processing, database management, spreadsheet software and mail merge functions along with ability to navigate and use the Internet for research.

Demonstrates ability to manage and effectively communicate a high volume of both written and verbal information correctly including fundraising proposals, solicitations and other donor communications.

Organizes and manages diverse activities, sets realistic deadlines, manages a timeline and sets priorities under pressure.

Has strong administrative skills, is highly organized, motivated and remains flexible under pressure. Has attention to detail and ability to organize and set priorities.

Has excellent typing/computer skills, including high proficiency in Windows and Microsoft Office Suite, in particular Excel. Donor management and/or other database knowledge a plus.

Demonstrates common sense, flexibility and teamwork with ability to exercise independent judgment.

Enjoys working with people and managing volunteers.

DUTIES & RESPONSIBILITIES

Fundraising

Develop a thorough understanding of donor database to help process donor gifts and thank you letters in a timely fashion. Enter in kind gifts and create thank you letters.

Run reports and create monthly list of business and in kind support for newsletters.

Create and log monthly donor reports for staff thank yous and log Board thank yous in database.

Assist development team with annual fundraising appeal letters by handling inventory management, performing mail merges, coordinating printing and organizing delivery.

Support with basic grant research, writing and presentations as needed.

Communications & Marketing

Point person for program marketing. Update and distribute program collateral as needed.

Help with daily Facebook and other social media updates; support with website updates.

Implement digital photo organization system, train staff on system and ensure compliance.

Event Support

Assist with Holiday Cocktail Party, Empty Bowls and farm volunteer/donor appreciation party annually, with the potential to take the lead in future years.

Administration

Manage donation deposits. Generate deposit spreadsheet, scan & upload check deposits to online banking and prepare cash deposits for delivery to bank.

Programs

Support Summer Programs (Children's Programs, Veggie Rx, Double Up Bucks) as needed.

Check in food recipients at the food bank distribution. Support Food Drives.

Perform other duties as assigned by the Executive Director.

TRAINING REQUIREMENTS

Keep up with donor CRM, design, social media and other communications topics as needed.

HOURS:

Up to 40 hours/week, dependent on skill set; Monday-Friday with occasional Saturdays.

SALARY:

\$16-\$18 per hour DOE.

BENEFITS:

Benefits include flexible, fun working environment. Professional development stipend, group health insurance, matched savings account, and generous personal time off. Specialized training on Salesforce CRM. Staff wellness program includes weekly staff wellness sessions, weekly paid staff lunch hour with lunch included and weekly harvest of produce from Bloom Community Farm and Hope Garden.

The Hunger Coalition is an equal opportunity employer and service provider.