



Job Description

Title: Development Coordinator
Reports to: Development Information Manager
Department: Development & Communications
Hours: 40 hours per week

Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Vision: We envision a state where no one goes hungry.

Diversity Statement: The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Primary Job Functions:

The Development Coordinator is a non-exempt, hourly position reporting to the Development Information Manager. This position will be trained in the specific procedures of how the Food Bank uses the Raiser's Edge software by the Development Information Manager. On a regular basis, this position will work most closely with the Development Information Manager and the Director of Annual Giving.

Responsibilities:

A. Gift Entry and Acknowledgement

- Record contributions received through the lockbox and daily deposits in Raiser's Edge.
- Enter pledges received through workplace giving campaigns.
- Assist with the tracking and confirmation of employee matching gifts.
- Regularly acknowledge gifts up to \$499.99.
- Co-manage our Sustainers Harvest monthly giving program.

B. Database Maintenance

- Create records for new donors/prospects.
- Maintain Raiser's Edge with most updated donor information and perform regularly scheduled database maintenance.

- C. Donor Stewardship
 - Manage the Mr. Potato Head License Plate program.
 - Respond to donor inquiries.
- D. General Development/Office Work
 - Manage office volunteers.
 - Assist development staff as needed.
 - Provide support at fundraising events.
 - Serve as a back-up receptionist as needed.

Qualifications:

Proficiency in Microsoft Word and Excel is necessary. Knowledge of Raiser's Edge or other fundraising software is strongly preferred. Prior experience in direct mail fundraising or fund development office is also preferred. Excellent computer and phone skills as well as a keen attention to detail are essential. Associate's Degree or 3 years' experience in a professional environment required.

The individual must have ability to juggle many projects and meet deadlines in a high-energy, fast-paced environment. Strong interpersonal skills, as well as the ability to relate to other staff, volunteers, agency representatives and the general public are important. In addition, this individual must be self-motivated and committed to workplace participation and diversity with the ability to work as a team.

Also, it is necessary that the individual understand and agree with the vision and mission of the Rhode Island Community Food Bank and be committed to providing services to people facing situations of hunger and poverty.

Development Coordinator

Date