



**Rhode Island Community Food Bank**  
Job Description

**Position Title:** Development Coordinator

**Reports to:** Director of Philanthropy

**Part-Time/Non-Exempt**

**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.

**Position Summary:**

The Development Coordinator will provide operational and administrative support for the Food Bank's efforts to engage, cultivate, solicit, and steward major donors.

The Coordinator's primary responsibilities will include all major gift portfolio management, database tracking and reporting, oversight of mailings and other donor communications, assistance with development events, and other projects that help deepen relationships with donors and prospects for major gifts.

**Duties and Responsibilities:**

1. Provide operational and administrative support for the Food Bank's major gifts program, as well as for the entire Development Department as needed.

2. Generate and maintain prospect portfolios in the Raiser's Edge NXT donor database and generate regular prospect management reports tracking donor activity and solicitation, and other reports as needed.
3. Use Raiser's Edge NXT to track and manage donor activity for food bank fundraisers in donor database.
4. Oversee the production of special communications to donors, including mailings, appeals, event invitations and email. This entails preparing mail merges, letter printing, stuffing and mailing, or coordinating with outside vendors for printing and mailing.
5. Help plan and execute donor cultivation and stewardship events, including creating and mailing invitations, pulling invitee lists from donor database, tracking attendance, overseeing logistical event details, and staffing events.
6. Process major donor acknowledgment letters.
7. Make thank you calls to donors.
8. Organize and prepare materials for volunteers making thank you calls to donors, including generating donor information, calling scripts and talking points and recording information in donor database.
9. Conduct prospect and donor research as needed.
10. Coordinate and compile materials for Development Committee meetings.
11. Respond to donor inquiries.
12. Other duties as assigned.

**Skills and Qualifications:**

- A Bachelor's degree or equivalent work experience; 1-3 years Development experience highly desirable.
- Strong computer skills with proficiency in the Microsoft Office suite.
- Experience with Blackbaud Raiser's Edge NXT or other donor database required.
- Excellent verbal/written communication skills.
- Exceptional organizational skills with a keen attention to detail.
- Energetic, self-motivated, flexible and able to multi-task. Able to work both independently and as part of a team.
- Strong interpersonal skills and the ability to relate to other staff, volunteers, agency representatives and the general public.
- Interest in the Food Bank's work to reduce hunger in Rhode Island through food distribution, nutrition education and job training programs.
- Able to work occasional evenings and weekends for Food Bank events and represent the Food Bank at third party events.

\_\_\_\_\_  
Development Coordinator

Date:\_\_\_\_\_