Job Title: Development Coordinator  
Department: Development and Marketing  
Reports To: Vice President of Development and Marketing  
FLSA Status: Exempt  
Location: Theodore, Alabama

About the Organization: As a member of Feeding America, and a United Way Member Agency, Feeding the Gulf Coast works through member organizations and special programs to provide nutritious food to meet the challenge of feeding people who are hungry as a result of systemic poverty, personal crisis, or disaster. Additionally, Feeding the Gulf Coast educates the public regarding domestic hunger, proper nutrition and other related issues. Feeding the Gulf Coast serves a 24-county area spanning south Alabama, south Mississippi, and the panhandle of Florida.

Summary: Development Coordinator supports the fundraising and marketing initiatives of Feeding the Gulf Coast by maintaining donor database records, processing donations, preparing correspondence and statistical data and reports, coordinating special events and through various community engagement activities.

Duties and Responsibilities include the following:

Donor Relations, Donation Management and Communication
• Prepare reports, memos, letters, and other documents as needed.
• Manage the processing of all donations of money, goods, and services.
• Provide relevant support as required to the Development and Marketing department to increase the fundraising efforts and capacity of the organization.
• Responsible for DonorQuest database including maintaining the accuracy and integrity of all donor information, donation entry, updating and maintenance of donor and gift records. Maintain record of donor contacts including date and type of contact.
• Work closely with the Development and Marketing Department to coordinate and oversee monthly donor program in an effort to grow support of recurring donors.
• Contribute to the establishment, implementation and maintenance of processes for donor recognition at multiple levels of donor engagement.
• Maintain an evolving knowledge of the organization’s donor activity and giving trends.
• Maintain the highest level of confidentiality and professionalism in communicating with donors, potential donors and community partners.
• Ensure timely acknowledgement processing and other donor communication according to established best practices.
• Prepare and submit monthly DonorQuest reconciliation reports to various departments and create other custom reports upon request.

Community Engagement and Special Events
• Serve as the primary event coordinator for special events, including Chef Challenge.
• Work closely with development and marketing team members to build awareness opportunities and incentives for corporations and corporate foundations, event sponsorships, cause-marketing opportunities and employee giving campaigns.
• Collaboratively identify new ways to increase community engagement, fundraising
revenue and organizational partnerships.

- Coordinate activities associated with engaging the community for the organization, ensuring integrity and a positive organizational image.
- Represent the food bank at a variety of community events and chamber meetings to increase awareness of our mission and how others can volunteer, partner, and donate food and/or funds.
- Attend and provide support for community engagement opportunities, special projects and events as requested.

Other
- Attend board and/or committee meetings and prepare board and committee reports and minutes as requested by President & CEO and Vice President of Development and Marketing.
- Assist with grant tracking and recording utilizing GrantHub, as requested by Foundation and Grants Manager.
- Maintain inventory of all needed materials for Development and Marketing mailings such as envelopes, remittance mail pieces, letterhead and other necessary supplies.
- Responsible for checking post office box regularly, opening and sorting mail for the Development and Marketing Department.
- Provide additional administrative support to Vice President of Development and Marketing as needed.
- Participate in required departmental and organizational meetings.
- Participate in internal training opportunities, external conferences, and seminars to enhance professional development and grow knowledge of fundraising best practices.
- Perform other duties as assigned.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities.

Knowledge, Skills and Other Abilities:
- Excellent interpersonal, networking, presentation and negotiation skills
- Knowledge of fundraising techniques and strategies
- Self-motivated and decisive
- Organized
- Able to prioritize tasks and goals while working to successfully maintain and complete multiple ongoing projects
- Excellent communication skills both oral and written
- Detail-oriented

Language Ability:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**
To perform this job successfully, an individual should be proficient in the use of Microsoft Office Suite and Google products. Advanced Excel experience preferred, proficient in the use of Donor Quest, Raiser’s Edge, or other donor database system.

**Education/Experience:**
Bachelor's degree (B. A. / B. S.) or two years related fundraising, marketing and/or community engagement experience and/or training; or equivalent combination of education and experience.

**Certificates and Licenses:**
Valid driver's license with driving record that meets company insurance requirements.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is regularly required to sit; use hands; talk or hear; and taste or smell. The employee is frequently required to stand; walk; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts; and outdoor weather conditions.

The noise level in the work environment is usually moderate.