



Rhode Island Community Food Bank
Job Description

Position Title: Development Coordinator

Reports to: Director of Philanthropy

Status: Full-Time, Non-Exempt (hourly)

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

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

Position Summary:

The Development Coordinator position has been newly created to help enhance and expand the Food Bank's ability to raise funds from individual donors with the capacity to make gifts of \$1,000 or more.

The primary focus of this position will be to provide operational and administrative support for the Food Bank's growing major gifts fundraising efforts. In this role, the Development Coordinator supports all major donor fundraising activity, including major gift portfolio management, database tracking and reporting, oversight of mailings, assistance with development events, and other projects that help deepen relationships with individual 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. Work with Director of Philanthropy and Development Information Manager to generate and maintain prospect portfolios in the donor database, and generate regular prospect management reports tracking donor activity and solicitation, and other reports as needed.
3. Track and manage donor activity for Chief Executive Officer, Chief Philanthropy Officer and Director of Philanthropy in donor database.
4. Organize and participate in regular prospect review meetings with staff involved in major donor fundraising.
5. Organize and prepare donor mailings and invitations, including mail merges, letter printing, stuffing and mailing, or coordinating with outside vendors for printing and mailing.

6. Assist with planning and execution of donor cultivation and stewardship events, including creating and mailing invitations, pulling invitee lists from donor database, creating attendee registration lists, logistical event details, and staffing events.
7. Prepare major donor meeting materials including briefing documents, proposal packages, and informational packages.
8. Process major donor acknowledgment letters.
9. Screen new and prospective donors using wealth screening tool.
10. Coordinate and compile materials for Development Committee meetings.
11. Assist with general gift processing and gift acknowledgment as needed.
12. Make thank you calls to donors who make gifts greater than \$500.
13. Respond to donor inquiries.
14. Other duties as assigned.

Skills and Qualifications:

- A Bachelor's degree and one to three years related work experience, preferably in a not-for-profit development office.
- Strong computer skills with proficiency in the Microsoft Office suite.
- Experience with Blackbaud Raiser's Edge donor database strongly preferred.
- 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 Signature

Date