



**Rhode Island Community Food Bank**  
Job Description

**Position Title:** Development Coordinator

**Reports to:** Director of Philanthropy

**Department:** Develop & Communications

**Status:** Non-exempt (hourly)

**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 play an integral support role for the Food Bank's major gifts program, providing operational and administrative support for the Food Bank's efforts to engage, cultivate, solicit, and steward major donors.

This is an ideal position for someone seeking entry into the field of fundraising, and a great opportunity to join a supportive and collaborative team. The successful candidate will be a proactive team player who is organized, attentive to detail with strong computer, project management and interpersonal skills.

As a key member of the major gifts team, the Development Coordinator's primary responsibilities will be to track and manage donor activity, database reporting, oversight of mailings and other donor communications, manage the planning and execution of donor cultivation events, and other projects

that help deepen relationships with donors and prospects for major gifts. The development coordinator will also collaborate with other members of the department on special projects as they arise.

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

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Development Coordinator

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