



**Job Title:** Development Coordinator

**Reports to:** Director of Development

**Status:** Full-time, Non-Exempt

**Hours:** Monday – Friday (40 hours), occasional weekends/after-hour events

**Location:** Hybrid, Foodbank Sharehouse (82 Coromar Dr. Goleta, CA 93117)

**Salary Range:** \$25.48 – \$30.29 hourly, taxable, commensurate with experience

### **About the Organization**

The Foodbank of Santa Barbara County (FBSBC) is committed to ending hunger and transforming the health of Santa Barbara County through good nutrition. With nutrition education, disaster preparedness, environmental sustainability, and community resilience at the forefront of our mission, we are working to solve the underlying causes of hunger in Santa Barbara County.

### **About the Position**

The Development Coordinator plays a key role in supporting the Foodbank's Development and Strategy team. This position assists with Annual Fund initiatives, manages relationships with community groups, coordinates third-party fundraisers, supports event coordination, and provides administrative support to help achieve fundraising goals.

Additionally, the Development Coordinator contributes to donor cultivation, database management, and communications, while serving as a point of contact for various fundraising initiatives. If you enjoy building relationships, organizing impactful events, and making a real difference in your community, we would love to have you apply.

### **Duties and Responsibilities**

- Provide administrative support to the Annual Fund program, including donor communications, campaign tracking, and stewardship activities.
- Engage, manage, and grow a portfolio of community groups, including church and civic organizations, by maintaining ongoing communication, assisting in fundraising efforts, and providing presentations on the Foodbank's activities while tracking engagement in Salesforce.
- Serve as the point of contact for third-party fundraisers, managing their needs, coordinating visibility, and encouraging community involvement.
- Assist with the preparation and distribution of fundraising mailings, including seasonal appeal letters, acknowledgment letters, and impact reports.
- Provide support for fundraising and cultivation events, including logistics coordination, materials preparation, and on-site assistance.
- Conduct Sharehouse tours for community members and mid-level donors.
- Support the Foodbank's planned giving program by engaging with top cumulative giving prospects.
- Maintain accurate donor records in Salesforce, assisting with data entry, gift processing, and donor acknowledgments.



- Provide departmental support for various Development team functions and other duties as assigned.
- Represent the Foodbank professionally at outreach events, effectively communicating the organization's mission and values.

#### **Essential Skills & Experience**

- Graduation from a four-year college or equivalent experience.
- 1-2 years of experience in development, fundraising, or administrative support.
- Strong proficiency in written and verbal communication skills.
- Excellent project management skills and the ability to balance multiple workflows.
- Experience with fundraising best practices.
- Ability to work collaboratively across departments and interact with donors and community members professionally.
- Proficiency in Microsoft Office Suite.
- Willingness to travel county-wide and work some evenings and weekends as needed.

#### **Preferred Qualifications**

- Previous experience in event coordination and logistics.
- Familiarity with donor database management and CRM software (Salesforce preferred).
- Strong analytical skills with experience tracking and reporting fundraising metrics.
- Bilingual in English and Spanish is a plus.
- Interest in community-based nonprofit work and fundraising.

*At the Foodbank of Santa Barbara County, we believe in taking care of our team members. We offer a comprehensive and competitive benefits package designed to support your health, professional growth, and overall well-being:*

**Generous Paid Time Off:** Enjoy 18 days of accrued Paid Time Off for new hires, with additional days awarded as you grow with us.

**Paid Holidays:** Take advantage of 13 paid holidays throughout the year to relax and recharge.

**Health Insurance:** Benefit from medical, dental, and vision insurance, with 100% of the employee premium covered by the Foodbank.

**Retirement Savings Plan:** Plan for your future with an optional retirement savings plan that includes a 3% employer match.

**Wellness Program:** Participate in our Wellness Program, which offers a \$500 annual bonus to support your commitment to healthy living and work-life balance.

**Professional Development:** Access ongoing professional training opportunities to enhance your skills and advance your career.

**Employee Assistance Program:** Utilize our Employee Assistance Program for personal and work-related counseling and support, ensuring you have the resources you need to thrive

**CLICK ON THE LINK TO APPLY** <https://foodbanksbc.bamboohr.com/careers/28?source=aWQ9Mjk%3D>