



## IMMEDIATE FULL-TIME OPENING

**Job Title:** Development Coordinator, Individual Giving

**Location:** Central Pennsylvania Food Bank – Harrisburg, PA

**Reporting Relationship:** Senior Development and Donor Relations Manager

**Position Summary:** The Development Coordinator, Individual Giving, is an integral part of the Development team in building a strong base of donor support and meeting the annual fundraising goals. This position will develop and implement donor stewardship and cultivation programs and will develop and maintain mid-level donor and targeted organizations solicitation strategy. In addition, the Development Coordinator, Individual Giving, will be responsible for operational, planning, implementation and post event activities for two fundraising events.

### **Job Accountabilities:**

- Develop and implement mid-level donor strategy to meet annual review goal: identifying prospects, setting contact goals and strategies and reviewing revenue outcomes. This will include actively managing a portfolio of mid-level individual donors.
- Provide event logistics and planning for the two major Harrisburg fundraising events, Top Taste and Soup and a Bowl: timelines, invitations, sponsors, materials, logistics, etc.
- Manage solicitation plan for local churches, associations, nonprofits, veterans' groups, and other organizations. Coordinate quarterly solicitation mailings, obtain mailing lists, develop follow-up strategies to targeted donors, act as representative at outside engagements and analyze outcomes for increasing revenue.
- Develop and operate a donor volunteer and engagement program. Coordinate volunteer opportunities and site visits, such as cooking and packing opportunities. Program will include tracking participation and impact on fundraising goals.
- Manage donor information and activity in Raisers Edge: create and run appropriate reports for tracking portfolios, keep donor contact, actions and engagement up to date.
- Work with Communications and Marketing staff to ensure that promotional marketing materials are current and meets the needs of Development Team.
- Assist Senior Development and Donor Relations Manager in providing support to individual donors.
- Maintain confidentiality in respect of our donors.
- Manage planning development calendar.

### **Other Duties:**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Education and Experience:**

Education: A college degree preferred or three to five years' equivalent work experience.

Experience: A minimum of three years' experience of professional customer service with track record of maintaining positive customer relationships or at least three years of fundraising and event experience in a nonprofit organization.

**Knowledge, Skills, and Abilities:**

- Excellent oral and written communication skills.
- Self-directed & highly motivated, capable of working independently and with team members.
- Detail oriented and well organized.
- Possess high level of integrity; able to handle information in an appropriate, confidential and helpful manner.
- Proficient in Microsoft Office, including Word, Excel and Outlook .
- Experience with Raiser's Edge or other fundraising software preferred.

**Supervisory Responsibilities:** None.

**Physical Requirements or Licenses:**

- A valid driver's license with history of a good driving record; access to a viable and dependable transportation are a must.
- Ability to travel that may include consecutive overnight stays, and traveling by car, bus, and airplane.
- Conditions may include working closely with others, working alone, and working protracted or irregular hours.

Excellent benefit package included. Applicants must submit a cover letter, resume and salary requirements by August 16, 2019 to Central Pennsylvania Food Bank, Department of Human Resources, 3908 Corey Road, Harrisburg, PA 17109 or email [hrdepartment@centralpafoodbank.org](mailto:hrdepartment@centralpafoodbank.org).