



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.