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| South Plains Food Bank, Inc5605 MLK Blvd., Lubbock, TX. 79404(806) 763-3003 / Fax: (806) 503-2789 |

**JOB DESCRIPTION**

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| **Position Title** | **Department** | **Reports to:** |
| Development Coordinator | Development | Director of Development |

**Position Summary**: The Development Coordinator is responsible for assisting the organization’s Development team in creating and implementing strategies that ensure sustainability and organizational growth. This position supports all aspects of fundraising including annual fundraising plan, direct mail, major gifts, events.

**Duties and Responsibilities**:

* Coordinate and facilitate meetings and maintain development department schedule.
* Along with the Development Director, create appreciation and cultivation programs for donors.
* Tracking the execution of marketing agreements with local businesses (Cornerstone Partners).
* Update donor walls with names and logos.
* Create gratitude plan for donations such as acknowledgements, thank you calls, thank you letters and mailed packages.
* Facilitate tours of the building with ability to discuss mission.
* Answer Development related phone calls and emails.
* Coordinate and oversee events and food /fund drives where donors and volunteers are present, will require some evening and weekend hours.
* Establish and maintain the Event calendar in coordination with the CEO and the CDO
* Assist in soliciting in-kind donations for fundraising events.
* Run errands as needed (company vehicle available for use).
* Create and Maintain reports for Chief Development Officer and Director of Development.
* Assist department with writing assignments.
* Responsible for RSVP’s for events and for writing thank you letters.
* Assist and back up all the members of the Development Team as needed.
* Performs other duties as assigned.

**Qualifications**:

* Experience in administrative support, customer service, and/or non-profit work is preferred.
* Exceptional writing skills.
* Must be extremely comfortable on the phone, including cold calling.
* Excellent organizational skills and the ability to multi-task.
* Detail-oriented with proficiency and the ability to learn database management and reporting.
* Excellent interpersonal and networking skills.
* Ability to thrive in a fast-paced work environment.
* Some evening and weekend availability.
* Must be able to walk, stand, sit, kneel, stoop, reach above shoulder, grasp, pull, bend, and lift and carry up to 20 lbs.
* Strong ethical character capable of exercising good judgment and discretion and handling confidential information.
* Committed to the organizational mission of ending hunger.
* Must pass background check and maintain a good driving record.