



Development Coordinator

Job Description

Department: Development & Communications
Reports To: Vice President – Development & Communications
Employment Type: Exempt

The Development Coordinator is responsible for coordinating and supporting the priorities and activities of fundraising, development, and philanthropy for the Food Bank of Northwest Indiana; including, but not limited to, solicitation and cultivation of individual, local business, corporate, and foundation gifts; managing and cultivating the monthly giving program; planning and execution of donor acknowledgements and recognition; management of third party relationships and initiatives; assistance in the grant facilitation process. The Development Coordinator will work collaboratively with the Events and Outreach Manager, Volunteer Coordinator, and Marketing Coordinator, as well as across departments, with the Product Sourcing Coordinator and Administrative Clerks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support all department fundraising strategies and campaigns.
- Maintain regular communication and a close working relationship with the development and communications team.
- Identify, cultivate, solicit, and steward mid-level and recurring donors.
- Manage and cultivate the monthly giving program.
- Execute donation acknowledgment process.
- Works with Administrative Clerks in maintaining donor information.
- Coordinate company/corporate fundraising: strengthen relationships, identify new prospects, and solicit donations and sponsorships.
- Collaborate with Volunteer Coordinator to attract, arrange & follow-up with company/corporate team and community group volunteering.
- Coordinate third party initiatives, serve as point of contact
- Collaborate with Product Sourcing Coordinator to strengthen retail relationships and facilitate the food drive process.
- Assist with relationship management of supporters, including engagement and recognition plans.
- Research and identify additional sources of funding for programmatic and operational support through corporate, foundation, government, special event, direct mail, web based fundraising strategies, etc.
- Work collaboratively with the Vice President of Development & Communications to successfully market and promote FBNWI mission, programs, services, and initiatives.
- Work collaboratively with other departments as needed.
- Assist with local engagement related to Feeding America arranged initiatives.
- Perform other duties as assigned.
- Regional travel required.



QUALIFICATIONS

- Bachelor's degree and/or minimum of one to three years of fundraising experience in nonprofit preferred.
- Proven track record in developing and executing fundraising activities.
- Good organizational ability.
- Highly developed written and verbal skills.
- Valid Driver's License and own transportation for work related responsibilities.

COMPETENCIES/SKILLS

- Strong analytical thinking and problem-solving skills.
- Proven ability to successfully handle multiple projects and meet critical deadlines.
- Results-orientated and a passion for creativity.
- Flexibility to attend evening and/or weekend meetings and/or events.
- Proficiency with Microsoft Office applications
- Data entry experience.
- Knowledge of Salesforce and online giving platforms.
- Works cooperatively and effectively with other FBNWI staff and volunteers.
- Provides excellent internal and external customer service.
- Gives and receives feedback in a respectful and productive way.
- Represents FBNWI in a professional manner.