



Date: 7/17/20
Job Title: Development Coordinator
Classification: Full-time, non-exempt
Reports To: Director of Development and Communications

Do you love details and well-organized data? Is it important to you to make a difference in the lives of others in our community? Join the Ballard Food Bank's small but mighty team! Ballard Food Bank's mission is to bring food and hope to our neighbors...because there can be enough for everyone. To achieve our mission, we provide access to nutritious foods through our unique grocery-model food bank, community resource hub with financial and mail services that support self-sufficiency, and we advocate for food equity and justice. We primarily serve neighborhoods across northwest Seattle, encompassing 7 zip codes.

POSITION SUMMARY:

The Development Coordinator will work most closely with the Development and Communications Director and the Individual Giving and Events Manager. This position will be responsible for the daily execution of gift processing, data entry and clean-up, gift acknowledgment and other tasks to support donor relations. The Development Coordinator will be a key part of the development team's efforts to build broad philanthropic support of our mission, expand our donor base, and position the organization for future growth, success, and long-term sustainability as we build out our initiatives to better serve our neighbors. Hours for this position are typically M-F, with some flexible scheduling. During Covid-19 this position will balance working remotely as well as 2 days/week at our location in Ballard.

Responsibilities

- The position's primary responsibility is to manage the donor database, Little Green Light, including:
 - Process donor gifts from a variety of sources and online platforms
 - Enter checks and bank deposits into batches
 - Manage the donor acknowledgment process for all gifts
 - Run reports and lists for gift acknowledgement and donor gratitude
 - Update constituent records, clean up the database, to maximize efficiencies in data reporting
 - Provide exceptional customer service to donors regarding receipts and other gift-related questions.
- Additionally, this position will participate in supporting the development and communications efforts of the organization, including:
 - Assisting in the execution of BFB's fundraising events

- Contributing to overall communications efforts including printed, monthly email, and digital media efforts
- This position will also have some administrative responsibilities for the organization, including assisting the leadership team with scheduling and preparing meeting materials

Qualifications

We seek a highly organized and detail-oriented self-starter who can work as well with a team as they can independently, in a complex and fast-paced environment. An ideal candidate will have:

- At least 2 years' experience with data entry or managing a database
- Preferred experience working in a non-profit work environment
- Ability to complete a large volume of data entry, while maintaining a high standard of accuracy
- Excellent organizational skills and attention to detail
- Ability to work collaboratively in a team setting to accomplish fundraising objectives
- Ability to prioritize tasks and organize responsibilities to effectively address multiple simultaneous projects and manage deadlines.
- Demonstrated computer skills; expertise with MS Office suite, including Word, Outlook, PowerPoint, and Excel
- Highly reliable, with initiative, flexibility, and positive attitude
- Strong written and verbal communication skills
- A passion for our mission and a high level of commitment, motivation, and dedication
- A strong passion for food justice and framework understanding on issues related to poverty and hunger
- Commitment to racial equity and social justice

Salary is \$21/hour.

Ballard Food Bank provides a comprehensive benefits package including but not restricted to: Medical, dental and vision benefits; employer-matched Simple IRA; paid vacation, sick leave and holidays. Ballard Food Bank is an Equal Opportunity Employer.

To apply:

Please submit your resume and cover letter to colleenm@ballardfoodbank.org with the subject: Development Coordinator.