Harvest Hope Food Bank
Job Description

Job Title: Coordinator, Development
Location: Columbia, SC
Schedule: Monday thru Friday, 8:00 – 4:30 with some weekends and evenings

Position Description: The Development Coordinator under the guidance of Director of Donor Relations conducts reporting, analysis, research, and supports donor stewardship for Harvest Hope Food Bank. This position also creates donor letters from Raiser’s Edge and assists with data base clean-up.

Minimum Requirements:
• Associates degree with 3+ year of relevant experience
• Experience working in a Development office preferred

Knowledge, Skills and Abilities:
• Excellent communication and customer service skills
• Outstanding verbal, writing and proof reading skills
• Understanding of basic fundraising and donor stewardship principles.
• Proven experience building relationships with a diverse group of internal and external constituents
• Demonstrated ability to organize, plan and carry out activities independently to meet specific timelines and goals
• Ability to make changes of routine and pace of activity due to business needs without loss of efficiency
• Strong troubleshooting and conflict resolution skills
• Excellent organizational skills
• Advanced Microsoft Office experience including ability to write complex MS Word merges.
• Experience with a relationship database required. Raiser’s Edge database preferred
• Valid South Carolina Driver’s License

Other characteristics desired for the position: Must be a hands on team player with the ability to communicate effectively, and influence others regarding the needs of Harvest Hope Food Bank. Candidate must have the ability to work with a variety of people from different socio-economic backgrounds.

Major Duties:
1. Accurately and efficiently monitors and retrieves donor information on an extensive basis overseeing Harvest Hope’s database.
2. Analyze, understand giving trends by year, campaign and constituent group
3. Prepare the CEO, Director of Donor Relations and Donor Relation Managers for meetings and solicitations with major donors and prospects by pulling together giving histories, areas of interest, etc.
4. Respond quickly and accurately to donor requests for: special engagement opportunities, updates on campaign progress and results and unique partnerships with HHFB
5. Assist with database clean up; Creates and runs fundraising queries and reports on a regular basis for Donor Relations team.
6. Assist with implementation of individual giving activities and events, individual donor mailings and solicitations, and other special fundraising events that take place throughout the year.
7. Conducts mail merges to produce letters thanking our donors, etc.
8. Supports the Director of Donor Relations in review and strategy of the use of technology to support the department’s goals in collaboration with the IT Department.
9. Assist CEO in organizing information for the Board of Directors and Branch Advisory Committee members to make “thank you” calls to donors over $500. This includes coordinating scripts with the Director of Donor
Relations in addition to organizing and implementing a rotation strategy so every willing board member and branch advisory committee member makes “thank you” calls
10. Monitors Google Alerts and Meltwater for donor news as well as Feeding America website and emails for upcoming promotions
11. Data entry into Raiser’s Edge as needed
12. Responsible for other development projects either as the primary staffer or as a part of the team as needed
13. Answers phone calls, makes copies, assists with correspondence, scheduling and other administrative tasks
14. All other duties as assigned