



## Job Description: Development Coordinator

### Organization Information

**Location:** Skagit County

**Reports To:** Chief Development Officer

**Hours:** Full Time 40 hour, non-exempt position

**Pay Range:** \$28/hour - \$35/hour DOE

**Benefits:** Health, dental, 401k, cell phone

**Mission:** The mission of Helping Hands Food Bank is to nourish our community with kindness and respect without judgment.

**Vision:** The Vision of Helping Hands Food Bank is to address the inequity of the food bank experience and ensure every citizen has access to high-quality food and resources to help them thrive.

### Core Competencies

To perform this job successfully, the individual should demonstrate the following competencies:

**Change Agility:** Able to embrace needed change; able to provide and implement feedback; effective in the face of ambiguity.

**Integrity:** Must be honest and take responsibility for actions.

**Positive Impact:** Have a passion for Helping Hands' mission and vision; displays a positive attitude.

**Learning Agility:** Seeks to improve knowledge, skills, and abilities in related service areas.

**Creativity:** Resourceful in finding ways to improve and advocate for change when necessary; fosters creativity in others.

**Active Listening:** Ability to effectively work independently and in partnership with team members; ability to communicate effectively with volunteers and community members.

**Informal Communication:** Articulate ideas clearly and organize ideas effectively.

**Organizational Knowledge:** Demonstrates an in-depth understanding of what the Helping Hands does.

**Initiative:** Proactive; works effectively without being prompted.

**Team Player:** Effectively partner with people across the organization, including but not limited to staff, volunteers, donors, participants, board members and community members.

**Sensitivity:** Communicates empathy and respect of individuals.

### Key Responsibilities

#### Fund Development:

- Implement strategies to encourage continued giving from current donors.
- Assist in the development of strategies to encourage new or increased contributions.
- Recruit sponsors, participants, and volunteers for fundraising events.
- Secure commitments of participation or donation from individuals or business donors.

## **Communications:**

- Ensure the website, newsletters, and social media pages are up-to-date, accurate, and effectively communicate the work of Helping Hands.
- Represent the organization at public speaking engagements, community panels, and other events designed to increase the Helping Hands' profile in the community.

## **Coordination:**

- Design and produce marketing materials such as posters, brochures, flyers, and newsletters to promote, market, or advertise fundraising events and programs.
- Maintain complex donor database.
- Coordinate donor-focused events and receptions.
- Monitor progress of fundraising events through data collection and tracking systems.
- Coordinate development evaluation efforts.
- Knowledge of program policies and procedures.
- Other duties as assigned.

## **Leadership:**

- Offer vision, creativity, and enthusiasm to employees and community members to generate positive thinking.
- Supervise and support event and community volunteers.
- Maintain meaningful involvement with board members, advocates, participants and community partners.
- Collaborate with Helping Hands leadership to develop a sustainable organization.
- Participate in creating and maintaining a workplace that values diversity and is free of discrimination based on race, sex, gender identity, sexual orientation, ability and other aspects of identity.
- Maintain and improve on a collaborative and cohesive team of professionals committed to the mission delivery.
- Continue to foster and improve an organizational culture that builds on our core values of community support and partnership.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.** Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. While performing these job duties, the employee is regularly required to listen to others and provide verbal feedback. The employee is required to frequently sit for extended periods of time, stand, walk, climb, or balance.

## **Requirements**

### **Minimum Qualifications:**

- Bachelor's Degree in related field, or a combination of education and applicable work experience.
- Minimum 5 years experience with nonprofit organization and fundraising.
- Understanding and experience with donor management systems including Network for Good, Little Green Light, and Qgiv.

- Knowledge of Microsoft Office software including Word, Excel, Outlook.
- Demonstrated experience with professional use of media platforms, including Wordpress, Meta, Canva, Adobe, and Mailchimp.
- Demonstrated ability to produce marketing/branding materials.
- Experience with public speaking and community presentations.
- Must be 21 years of age or older; and
- Must pass background checks.

**Preferred Qualifications:**

- Master's Degree in Marketing, Communications, Non-Profit Management, Fundraising, or related field.
- Demonstrated experience with event planning, project management, and community engagement.
- Demonstrated experience working with a non-profit volunteers.

Helping Hands is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment based on race, color, gender identity, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic outlined by federal, state, or local laws.