

**JOB OPENING**

**I. JOB TITLE: Development Coordinator**

Reports to: Development Director

Location: Huntsville, AL

Salary Range: $17-$18 per hour for full-time, plus benefits

Status: Non-Exempt

Type: Full-time

**II. JOB FUNCTION**

The Development Coordinator is a member of the development team and works closely with the Development Director to help manage fundraising activities. This position supports development operations through donor communication and scheduling; writing and editing assignments; and organizational planning. This position collaborates with the rest of the development team to grow the Food Bank’s fundraising capacity through strategic, tactical, creative and progressive fundraising activities in order to meet the Food Bank’s goals.

**III. BACKGROUND**

The Food Bank of North Alabama is a nonprofit, tax exempt charity that feeds the hungry today and creates solutions that will end hunger tomorrow. Each year we distribute more than 15 million pounds of food to residents struggling with food insecurity in North Alabama. We work with a network of over 240 charitable feeding programs – including food pantries, soup kitchens and children backpack programs. We also pursue proactive solutions that address hunger’s root causes through local food entrepreneurship and healthy food access initiatives.

**IV. DUTIES AND RESPONSIBILITIES**

* Maintain an in-depth understanding of the Food Bank including mission, values, history, programs and services and plans for the future.
* Attend campaign planning meetings, take notes and prepare bi-weekly campaign reports.
* Assist with tracking prospective donors and proposals.
* Build relationships with donors, this includes calling new and active donors to thank them, schedule meetings or learn more about their philanthropic interests.
* Schedule fundraising meetings between donors, stakeholders and consultants with the Development Director and CEO.
* Work with the volunteer manager to build relationships with volunteers, track which corporate groups and donors are volunteering.
* Complete fundraising assignments through copy writing, sending emails, making phone calls, attending virtual and in-person meetings and designing print materials.
* Assist with research to support the building of major donor profiles.
* Assist with organizational events and food drives as needed.
* Work with the Donor Services Assistant to help update and maintain our donor database.
* Other duties as assigned.

**V. QUALIFICATIONS**

* Bachelor’s degree from an accredited college or university or equivalent relevant work experience.
* Excellent written and oral communication skills, including relationship building.
* Maintains a professional attitude that is resourceful, flexible and respectful of others and their opinions and participation.
* Ability to organize and maintain a schedule for a fundraising campaign.
* Ability to deal with donor information in a confidential manner.
* Strong creative and strategic problem-solving skills in a team approach.
* Able to provide reliable support to a variety of simultaneous projects or activities.
* Must be able to adapt to new software, programs and procedures, as well as a proficiency with donor databases, Microsoft Office, Google Calendar and Google Drive.
* Passion for the Food Bank’s mission to solve hunger.
* Values align with the Food Bank’s core values: respect, accountability, collaboration, urgency, service and integrity.

**VI. FOOD SAFETY**

Commit to upholding policies, principles and best practices for food safety as well as to understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

**APPLICATIONS**

Please submit an **application, cover letter, resume** and **writing sample** by **Fri., April. 25** to [jobs@fbofna.org](mailto:jobs@fbofna.org).

Writing sample may be a school assignment, newsletter article, press release, professional letter or excerpt from a grant proposal. Writing sample should not exceed two pages.

The Food Bank of North Alabama is an equal opportunity employer and provider.

EEO

This job description does not constitute a contract.

Thank you for your interest.