



## Job Description

**Job Title:** Senior Development Coordinator  
**Classification:** Full-Time, Exempt, Hybrid Work Schedule  
**Department:** Development  
**Reports to:** Development Manager  
**Location:** Meridian, ID  
**Apply:** <https://idahofoodbank.org/about/employment/>

### Job Summary:

The Senior Development Coordinator is responsible for planning, implementing, and coordinating the individual giving fundraising and philanthropic activities of The Idaho Foodbank with a special emphasis on major gift fundraising and the coordination of development programs for middle, recurring and portfolio-based donors.

### Principle Duties and Responsibilities:

- Research and identify sources of donations to fund the Foodbank, particularly gifts of \$10,000+.
- Meet the annual revenue goals to be raised through major gifts, number of face-to-face visits made, and the number of prospects identified with a goal of aligning donor giving priorities, deepening relationships and securing gifts.
- Build and manage a strong portfolio of 75+ prospects and donors, paying attention to relationship building and the balance between discovery, cultivation, solicitation and stewardship.
- Promote and organize a culture of donor stewardship: coordinate the donor stewardship, recurring donor, middle donor and portfolio programs to ensure timely donor communication and movement.
- Prepare materials for use in cultivating and soliciting major gifts for personal portfolio and support of Leadership activities.
- Support the Development team and Leadership in cultivating, soliciting and stewarding gifts.
- Lead efforts for mining, segmenting, and communicating with donors specifically for middle donor lift and planned giving.
- Serve as ambassador for The Idaho Foodbank to civic organizations, at galas, in making presentations, and in accepting and recognizing support.
- Manage expectations of the donor to align their goals with the fundraising goals of The Idaho Foodbank.
- Collect, organize and record through Raiser's Edge all relevant donor data, prospecting, demographics, communications, giving history and activities in a standardized, timely and accurate manner.

### Knowledge, Skills and Abilities Required:

- Bachelor's degree; and at least four years professional experience preferably in a Fundraising/Development capacity.
- The successful candidate will be professional, self-motivated, individually compelling, and conscientious.
- The position requires that the individual be a good listener with strong communication, writing, analytical and research skills.
- Must enjoy a fast-paced, high-energy environment and be willing to work varied hours and attend off-site events and meetings. Some travel is required.
- Capacity to think strategically, as well as creatively.
- Prior experience with Raiser's Edge or other fundraising database preferred.

- Excellent organizational skills and attention to detail.
- Ability to meet deadlines while managing multiple projects.
- Ability to work both independently and with a team.
- Association of Fundraising Professionals Certification is a plus.
- Proficient MS Office Skills required.
- Valid driver's license and access to a personal vehicle required.

### **Working Conditions**

This work is performed primarily in an office environment including sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

### **All Employees**

- Commit to upholding policies, principles and best practices for food safety.
- 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.

### **Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

### **Current COVID Safety Protocols**

Wearing masks is optional at The Idaho Foodbank. We have chosen to let employees, volunteers and visitors make the best decision for themselves. Our partners and neighbors are counting on us, and we need to be here to serve them, which means preserving our health is important. We are not limiting group sizes in our facilities or at events, but encourage any employees involved to use their personal judgement regarding any safety protection given the environment where the group will be gathering.

We ask that employees respect those who choose to wear masks. We ask that any employee that is asked to wear a mask when in close contact with another employee, partner or visitor that we honor that request. When working offsite, we ask our employees and volunteers to follow that location's COVID safety protocols. We may implement additional safety requirements, at our discretion, at any time

THE IDAHO FOODBANK IS AN EQUAL OPPORTUNITY EMPLOYER.