

Job Description



Job Title:	Development Coordinator (Fundraiser), South Central Idaho
Classification:	Full-time, Exempt
Department:	Development
Supervisor:	Development Manager
Location:	Twin Falls, ID or surrounding area, Hybrid
How to Apply:	https://idahofoodbank.org/about/employment/

The individual hired for this position will reside in South Central Idaho.

JOB SUMMARY

The Development Coordinator interacts with the community with a specialty in fundraising and events. As a key member of a fast-paced development team, the Development Coordinator supports a variety of efforts and must be highly organized, detail oriented, independent, flexible, and comfortable working with people of all walks of life. The Development Coordinator works closely under the supervision of the Development Manager to meet the fundraising and community engagement goals of the region and state. Donor stewardship and customer relations are critical focus areas. The Development Coordinator is responsible for overseeing resource development activities including fundraising initiatives, donor interactions & reporting, and donor relations including cultivation and recognition.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Build existing and new partnerships throughout the Magic Valley/South Central Idaho service area to raise critical funds.
- Actively manage the day-to-day relationships with donors and prospects through various activities including meetings, phone calls, letters, reports, email, external/internal event attendance, timely responses to donor inquiries and acknowledgement of gifts.
- Maintain existing and development of new fundraisers and food/fund drives done by corporate and community groups.
- Coordinator is the primary point person for updating, adding, and maintaining donor and prospect constituents, tracking and reporting actions within records in Raiser's Edge.
- Project coordination that may include food and fund drives, campaigns, and community engagement outreach.
- Act as key spokesperson and/or represent The Idaho Foodbank at various community events and meetings when applicable.
- Coordinate development activities with Marketing Communication, Volunteer and Development statewide teams.
- Keeps and maintains confidentiality of donors and reports.
- Maintain accurate customer relationship management database records, and provide reports.
- Other duties as assigned

Knowledge, Skills and Abilities Required:

- Passion for helping people and communities, strong listening skills along with a value of collaboration.
- Ability to travel throughout South Central Idaho with overnight travel on occasion including multi-day quarterly trips to the Boise area.
- Comfortable with gift solicitation, development and delivery of persuasive presentations, and creation of reports that may include technical information.
- Relationship building skills with preferred knowledge of South Central Idaho area.
- Experience in fundraising, event coordination, and working with diverse stakeholders.
- Bachelor's degree in business, marketing, communications or related field preferred.
- Data entry and reporting experience with CRMs and inventory software a plus.
- Comfortable using innovative, creative and entrepreneurial approach to overcome challenges.
- Able to work independently as well as collaboratively.
- Highly effective communicator and contributor in cross-functional groups.

- Highly organized with ability to successfully manage multiple projects while meeting deadlines.
- Proficiency with Microsoft Office Suite.

Food Safety:

- 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.

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance

Working Conditions

This work is performed primarily in an office environment while 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.

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.

Equal Opportunity Employer

The Idaho Foodbank is an Equal Opportunity Employer fully committed to attracting and retaining diverse talent. We invest in fostering a diverse work environment that promotes equity and inclusion where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected, and supported.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.