



Helena Food Share Position Description: Development Coordinator

Our Mission: Helena Food Share serves our neighbors in need by providing food in a respectful and dignified way and by working with others to eliminate hunger in the greater Helena area.

Our Food Sharing Philosophy: We believe no one should go hungry. We believe access to food is a basic human right. We believe nutritious food is a building block for healthy communities. We believe in the spirit of human kindness. We believe that by working together we accomplish more. We believe every gift is significant. We believe by sharing food, we share hope.

Hours: 40 hours per week, Monday-Friday; flexible scheduling or overtime hours are sometimes required for evening or weekend work.

Compensation: \$16-18 per hour, based on experience. This is a non-exempt (hourly) position. Compensation also includes paid holidays, annual leave, sick leave, and health insurance premium payments to an employer-sponsored health insurance plan.

Supervision: This position reports to the Annual Fund and Events Manager.

Position Summary:

The Development Coordinator is an integral part of the team responsible for creating a positive and meaningful experience for those that donate to Helena Food Share. The Development Coordinator works closely with the Development Director and the Annual Fund and Events Manager to plan and execute donor acknowledgements, annual mail campaigns and events and maintains and improves Helena Food Share's donor database.

As the chief administrator of Helena Food Share's donor database, the Development Coordinator will track various types of donations and make legal and appropriate acknowledgements to donors. The Development Coordinator will be proficient in using technology at an advanced level and will possess excellent communication skills. The ability to carry out these duties with the highest levels of professionalism, diplomacy, tact and discretion is essential.

Primary Job Duties and Responsibilities:

Database Management/40%

- Responsible for managing and using Helena Food Share's donor database to properly record, track and report all donor transactions.
- Participate in ongoing database training.
- Accurately inputs gift and donor information into the database and makes routine informational changes.
- Manages and records all contributions and assures quick acknowledgement of same.
- Tracks all foundation and business grants, assuring proper acknowledgement, expenditure of funds, and report due dates.

- Update donor contact information: email address, mailing addresses and phone numbers.
- Professionally performs donor research through Google and Wealth Engine.

Donor Recognition and Stewardship (40%)

- Prepares thank you letters and other donor acknowledgements for mailing and/or emailing.
- Prepares accurate mailing lists for mail campaigns, newsletters, annual reports, special events, and as otherwise requested.
- Assist with scheduling donor tours and visits.
- Assists in running events with the Annual Fund and Events Manager.
- Comfortable and gracious in dealing with donors and others via the telephone and in person.

Data Analysis/Monthly Management (15%)

- Prepare monthly summary reports of donations every 30 days for management review.
- Easily and accurately extracts detailed reports from donor database as requested.

Office Management and Agency Administrative Support (5%)

- Coordinates with management and accounting contractors to prepare accurate and precise reports.
- Prepares and makes daily bank deposits, generates thank you letters for signature, and shares daily batch reports with staff.
- Serve as back-up person to answer phone and direct incoming calls.
- Works with the Executive Assistant in monitoring and ordering development office supplies as needs.
- Performs errands that assist fundraising office functions (i.e. post office, printers, office supply store, and bank).

Perform other tasks as assigned.

Minimum Education, Experience, and Licensing Requirements

- Post-secondary degree and three years of demonstrated experience desired, with other combinations of education and related experience evaluated on an individual basis.
- Prior experience with database management and office administration required.
- Ability to become proficient working with Helena Food Share's donor database.
- Facility with all Microsoft Office programs.
- Extremely organized with attention to detail and ability to work in a fast-paced environment.
- Excellent verbal and written communication skills.
- Ability to communicate and interact professionally.
- Proven ability to manage competing priorities and deadlines.
- Must have a strong commitment to the mission and values of Helena Food Share.
- Must be able to sit for long periods of time working at a desk with a computer and be able to lift, carry and push/pull 25 lbs.
- Must have a valid driver's license and auto insurance coverage.
- Successful completion of a criminal background and motor vehicle record checks prior to employment is required.

Application

A complete application must include a cover letter, resume, and 3 professional references. Submit electronically to [hiring@helenafoodshare.org](mailto: hiring@helenafoodshare.org). Inquiries may be made to [hiring@helenafoodshare.org](mailto: hiring@helenafoodshare.org). This position is open until filled; applications will be reviewed on an ongoing basis.