

## University District Food Bank - Now Hiring a Development Coordinator!

**Job Title:** Development Coordinator  
**Classification:** Regular, full-time, exempt  
**Salary:** \$31/hour  
**Reports To:** Development Director  
**Application Deadline:** February 27, 2023 for priority consideration, open until filled

University District Food Bank works every day to build a hunger free Northeast Seattle through reliable access to healthy food and connections to life-changing resources. Our programs offer community members the healthy, culturally familiar options they need. Our grocery store styled free pantry in the University District enables customers to shop for the foods they want in a comfortable and bright setting. Satellite pantries at Magnuson Park and North Seattle College help us connect with communities who are challenged to reach our primary pantry. Home delivery enables families unable to come to our pantry themselves to still be connected to the healthy food they need. Our collaborations with 15 nearby public schools help ensure that school kids have abundant meals and snacks to support them over the weekend when school meals are not an option.

### Position Summary

Our fundraising and development team is expanding! We want to increase the resources we have available to do our work and ensure that our community of donors are better connected to our programming. This new position will help us support our donors by promptly and accurately documenting and acknowledging gifts, supporting our fundraising events throughout the year, especially the annual auction every fall, researching and authoring grants, and broadening how we communicate our work to community.

As we continue to evolve our programming, we want to ensure that our donors remain aligned and supportive of our mission and values. The work of the Development Coordinator in collaboration with our Development Director will enable this to be possible. Your detailed and timely engagement will help with our success.

Our Development Coordinator will report directly to our Development Director. While the position involves some occasional evening or weekend work, much of the work will be done Monday through Friday during a mutually agreeable schedule at our University District location. Some remote work is possible on a recurring or occasional basis.

This position will offer an opportunity for your personal growth and development. Beyond simply building proficiency in our donor management software, Little Green Light and Greater Giving, we will invest in helping you build the skills you need to thrive in this role.



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## Responsibilities and Work Tasks

Your primary responsibility will be helping to support our individual giving program. While the amount of time you spend on different tasks will fluctuate throughout the year, yearend giving tasks can get busy from October through January. Overall, about one-third of your time will be spent working directly in support of our individual giving program. You will use our donor database Little Green Light to:

- Record and process online and offline financial contributions
- Track and manage donor acknowledgements
- Update donor information to ensure accuracy of communication
- Generate giving reports to meet internal needs for accounting, budgeting, strategic planning, and donor research
- Respond to donor inquiries in a timely and courteous manner

About one-third of your time will be spent supporting other key fundraising activities including:

- Researching and authoring grants for general operating and program specific support
- Writing interim and final grant reports
- Supporting procurement and marketing efforts for the fundraising auction
- Entering auction information into the Greater Giving database
- Working with the Development Director to create regular donor appeals
- Working with the Development Director to create the annual fundraising plan
- Supporting general administrative functions for fundraising activities

About one-third of your time will be spent coordinating our external communication by

- Working with our marketing /communications manager to develop a strategy and schedule for communication via our social media channels
- Writing and publishing planned social media posts
- Writing and publishing spontaneous social media posts in collaboration with co-workers
- Writing print and electronic newsletter articles

Other duties as needed in support of our annual fundraising efforts and accurate communication with our donor community

## Skills and Qualifications

We're looking for an organized, detail oriented, and collaborative individual to join our team. You should have a passion for our mission and find joy in connecting others in our community to this as well. Our preferred candidate will have:

- Strong oral and written communication skills
- Eye for and attention to detail
- Reliability in communications and in completing work assignments on time
- Ability to enter data accurately and swiftly into online databases



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- Commitment to our work individually and collectively to undo white supremacy culture, promote diversity, equity and inclusion, and build racial justice in our fundraising practices, and our food bank programs
- Experience with donor management (Little Green Light) or relationship tracking software preferred
- Experience using social media and creating original and compelling content
- Experience working or volunteering in a nonprofit environment
- Ability and desire to work in a collaborative and cooperative environment
- Enthusiasm for mission-driven work and interest in food-insecurity and poverty
- Strong personal integrity and ability to maintain confidentiality
- Competent and comfortable Microsoft Office application use
- Experience in graphic design and using design software such as InDesign
- At least two years of work experience in administrative support, database maintenance, or nonprofit fundraising

All candidates must be fully vaccinated against COVID-19 and be willing to provide proof as of their start date to comply with requirements by our government partners.

### Salary & Benefits

This full-time position pays \$31 per hour to start (\$64,500 per annum). Other benefits include paid vacation, sick, and holiday leave, medical, dental, and vision benefits, and an employer contributed SEP IRA plan.

### How to Apply

To apply for this job, please provide us with your current resume and a statement describing your interest in this work. Email these materials to [apply@udistrictfoodbank.org](mailto:apply@udistrictfoodbank.org) with Development Coordinator in the subject line. We will confirm receipt of your materials within 48 hours. Only shortlisted candidates will be contacted further.

**Our initial application deadline is February 27, 2023.** Position will remain open until filled.

### Equal Opportunity Employment

University District Food Bank is an equal opportunity employer and is committed to an environment that fosters and embraces equity. We want to develop and sustain a staff that reflects the diversity in our community. We encourage people of color, people with diverse sexual orientations, gender expressions and identities, people with disabilities, and people with lived experience to apply for this position. We support fair chance hiring and commit to evaluating candidates regardless of a prior criminal conviction.



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