



**POSITION TITLE:** Development Coordinator (Fundraising)  
**REPORTS TO:** Donor Relations Manager

**POSITION SUMMARY:** The Development Coordinator ensures the smooth operations of the Advancement Department and works with the team to operationalize the Annual Fund Plan. The position requires excellent communication, attention to detail and time management skills.

**SCOPE OF WORK:**

***Data Entry***

- Ensure that all gifts (including cash, pledges, in-kind, other) are properly documented in Raisers' Edge database; manage timely acknowledgement of gifts
- Track volunteer activities, tours, and related actions in Raisers' Edge
- Update and correct database records on an ongoing basis

***Donor & Volunteer Stewardship***

- Serve as first point of contact for incoming donor inquiries through email and phone
- Provide support for donor events throughout the year, including registration and event set-up and tear-down
- Work with staff and youth to draft and disseminate Amigo letters; develop status reports each month for team members related to the Amigos in their assigned portfolios
- Assist in creating and updating agency collateral and donor communication pieces, including newsletters, email campaigns, social media and blogs
- Work with Hope Builders' program staff to coordinate volunteer activities, including mock interviews; identify and recruit new volunteers; develop and maintain volunteer relationships

***Grant Writing***

- Maintain grants calendar—including due dates—and all grant files including cover sheets, proposals, reports, budgets, etc.
- Draft grant proposals, reports and LOIs
- Compile materials for grant proposal submission

***Office Support***

- Prepare and send donor mailings, including direct mail letters, thank you letters, invoices and event invitations
- Provide logistical support for meetings, including preparing meeting space and materials
- Maintain inventory of all collateral materials
- Monitor and order office supplies as needed
- Other duties as assigned

**MINIMUM EDUCATION REQUIREMENTS:**

- BA required
- Excellent computer skills including: Microsoft Word, Excel and Outlook. Ability to use the internet a must. Experience with Raiser's Edge or other donor database preferred.

**ADDITIONAL REQUIREMENTS:**

- Understanding of and passion for Hope Builders' mission and vision
- Exemplifies organizational core values of accountability, integrity and respect
- Ability to maintain strict confidentiality and discretion in regards to sensitive donor and client information
- Excellent organizational skills; meticulous; ability to self-start
- Strong written and oral communication skills
- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks
- Displays the organization's essential attitudes by approaching projects, activities and other job functions with flexibility and a positive attitude
- Ability to sit at a desk or computer for extended periods. Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day

**COMPENSATION & WORK HOURS:**

This is an hourly position offered at \$18.00 - \$20.00 per hour. Full medical, dental, and vision benefits. Additional benefits available including 401(k) retirement plan. Full time, non-exempt position at 40 hours a week with some weekend and evening work required.

This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.

**TO APPLY:** Please submit resume and supplemental documents to [HR@tsihopebuilders.org](mailto:HR@tsihopebuilders.org).