



Development Coordinator

Sacramento Food Bank & Family Services (SFBFS), a local non-profit organization serving families and individuals in need since 1976, offers fifteen diverse programs and services at two facilities in Sacramento. A staff of 83 and several thousand volunteers accomplish SFBFS' mission of assisting families in need by alleviating their immediate pain and problems and by moving them toward self-sufficiency and financial independence. For more information, please visit www.sacramentofoodbank.org.

POSITION DESCRIPTION

The **Development Coordinator** works directly with the Annual Fund Manager and Director of Development & Communications to support fundraising/development efforts at SFBFS. The Development Coordinator performs duties which include maintaining relationships with existing donors, soliciting new supporters, researching fundraising opportunities and supporting implementation of fundraising activities for the organization. This position also manages third party fundraisers to benefit SFBFS.

The Development Coordinator will perform the following (including but not limited to):

- Main contact for execution/delivery of fundraising events, development tours, donor cultivation activities, check presentations, and other development functions
- Executes annual Run to Feed the Hungry fundraising plan, with guidance from Annual Fund Manager and Director of Development & Communications
- Creates sponsorship decks for various fundraising activities
- Provides development related content to Communications department for website and other channels
- Supports and helps to maintain relationships with donors
- Coordinates fundraising and stewardship events including logistics, planning, and committee meetings (appx. 6-8 events annually)
- Oversees third party fundraisers
- Serves as main point of contact for the organization for all donor tours
- Other duties as assigned

SKILLS REQUIRED

- Bachelor's degree or equivalent experience
- Proficient in Microsoft Office programs including Outlook, Word and Excel
- 2+ years fund development experience
- Content management experience
- Strong commitment to donor-focused fundraising activities
- Prior experience working in a Development department for another non-profit organization - **preferred**
- Valid California Driver's License and auto insurance - **required**

POSITION DETAILS

- Full Time, non-exempt position (Monday through Friday); may include some nights, weekends and holidays as required
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more

Applicants must submit resume, cover letter, [SFBFS' employment application](http://www.sacramentofoodbank.org/jobs) (Found here: www.sacramentofoodbank.org/jobs) which should include three professional references to employment@sacramentofoodbank.org for consideration. **No phone calls please.**