

**Job Title:** Donor Relations Coordinator  
**Department:** Development  
**Reports To:** Donor Database Specialist  
**Classification:** Full Time, Non-exempt  
**Location:** Concord, CA

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The Donor Relations Coordinator supports the Fundraising team by managing a variety of activities that advance our fundraising goals. These include donor prospect research, managing data, generating reports and donor acknowledgements, and providing a high level of customer service to internal and external constituents.

**Responsibilities include but are not limited to:**

**Research**

- Coordinates, reviews, and conducts in-depth proactive prospect research on individuals, corporations and foundations using a wide variety of original source material including public documents, legal records, periodicals, computer databases, professional organizations and subscriptions and the Internet.
- Identifies and profiles individual, corporate, and foundation donors, and researches prospects for major gifts, endowed gifts, special project funding, and annual/ sustaining support.
- Write confidential profiles and briefing reports to prepare gift officers, executives and volunteers for prospect visits, events and solicitations.
- Maintains the research focus on principal and major gift opportunities, prioritizing efforts of the staff to be of the greatest assistance to fundraisers.

**Database Management**

- Process incoming gifts.
- Interface with the data team to request or import project based data sets, conduct regular reporting on performance and other metrics as assigned, analyze wealth and giving data for major gift prospecting.
- Assist in maintaining donor relationship management database (Salesforce), including updating donor records, compiling biographical information, data entry, and pulling reports/queries.
- Processing donor concerns and corrections from returned letters and newsletters.
- Generate daily ledger for accounting, monthly reporting on contacts and donations.

**Donor Relations**

- Assist with selected fundraising activities including fundraising, donor recognition, and cultivation events.
- Assist with individual donor stewardship including acknowledgement letters, thank you cards, donor appreciation gifts, and other communications via phone and email.

**Qualifications:**

- Bachelor's degree and experience in research, data analysis, and data entry, preferred. Candidates with an equivalent combination of education and experience will be considered.



## Job Opening

- Valid California Driver's license and insurance, required.
- Proficiency with Microsoft Office Suite and knowledge of databases.
- Proficient in basic math concepts. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to work under general supervision with limited guidance and direction.
- Ability to synthesize complex or diverse information; collect and research data and design work flow and procedures.
- Ability to read, interpret, and write professional reports and correspondence.
- Ability to speak effectively before diverse groups of people.
- Knowledge of project management principles including development and coordination of plans, communication, collaboration, and time management.
- Ability to identify and resolve problems in a timely manner, develop alternative solutions, and use reason even when dealing with emotional topics.
- Ability to frequently lift and/or move up to 25 pounds.
- Maintain high level of confidentiality at all times.

### **Benefits**

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b), and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

### **To Apply**

Please send your resume and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: **"Donor Relations Coordinator."** Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano**  
**Attn: Human Resources**  
**P.O. Box 6324**  
**Concord, CA 94524**

For more information about us, please visit: <http://www.foodbankccs.org>

**The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer**