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**POSITION:** Development Coordinator  
**REPORTS TO:** Donor Information Manager  
**STATUS:** Non-Exempt/Full-time

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All Faiths Food Bank has offered food and hope to the hungry in Sarasota and DeSoto Counties for more than 30 years. In 2019, AFFB was honored as one of the top food banks in the country by Feeding America. Our mission: together with our partners, we provide healthy solutions to end hunger in our community. AFFB fed more than 97,000 people through our network of over 230 agencies and programs last year. As the expert in food insecurity, All Faiths Food Bank has a central role in creating the connection between food insecurity and individual health, diet-related diseases, education outcomes and the overall well-being of the community.

#### **GENERAL FUNCTION**

The Development Assistant is part of the Development Department and plays a key role in donor retention through gift entry, timely donor acknowledgements, maintaining optimal data integrity and organization of various donor interactions.

#### **MAJOR RESPONSIBILITIES:**

- Accurate entry and timely processing of gifts into Donor Perfect (50%)
- Manage the gift acknowledgement process timely and accurately to improve donor retention (30%)
- New and mid-level donor stewardship mailings (14%)
- Special event coordination (4.5%)
- Phone coverage, as needed (.5%)
- General organizational administrative support, as needed (.5%)
- Special projects as needed (.5%)

#### **QUALIFICATIONS**

- Associate's or bachelor's degree in a related field.
- A minimum of two years' experience in an administrative position, preferably in a not-for-profit development office

- Experience with donor information management system, DonorPerfect preferred
- Proficiency in Microsoft Office suite, excel and word
- Detail-oriented with superb organizational skills
- Excellent interpersonal skills
- Ability to work independently as well as across teams
- Committed to serving vulnerable populations to end hunger in the community served by AFFB
- Acceptance of and commitment to All Faiths Food Bank's values, vision and mission.

All Faiths Food Bank is an Equal Opportunity Employer and fully committed to attracting and retaining diverse talent in order to better reflect the wide variety of experiences and views of the many different stakeholders with whom we are connected. We will invest in actively recruiting, engaging and fostering a diverse workforce and providing a work environment that promotes equity and inclusion.

We commit to providing policies, systems and a culture where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected and supported.