



Development Coordinator

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Development Coordinator works directly with the Director of Development to support forward-facing fundraising and development efforts at Sacramento Food Bank & Family Services (SFBFS). The Development Coordinator performs duties which include engaging with donors and stakeholders via phone, email, in-person on-site and at external events. . This position assists the Director of Development in the solicitation of new sponsors and supporters, stewardship of current donors and sponsors, and the implementation of fundraising activities for the organization. This position also manages third party fundraisers to benefit SFBFS. This position supports the Director of Development in the planning, coordination, tracking, follow up and deliverables for RTFTH sponsors, teams and fundraising activities.

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

- Assists with execution/delivery of fundraising events, host donor tours, assist with all donor cultivation and stewardship activities, check presentations, and other development functions - as needed.
- Assists with annual RTFTH fundraising, and works with Accounting department on sponsorship invoices, payment tracking and accounts receivable.
- Provides sponsor and donor content to Communications department for newsletters, website and social media channels.
- Integral role in supporting and maintaining relationships with donors.
- Research prospects for sponsorships, corporate, foundation and employee giving.
- In conjunction with Director of Development and Donor Relations Associate (DRA), assists with editing content for donor thank you letters and emails, donor spotlights, and social media posts.
- In conjunction with Director of Development and DRA, coordinates fundraising and stewardship events including invites, logistics, and execution of event(s).
- Other duties as assigned

SKILLS REQUIRED

- High school diploma or equivalent.
- Proficient in Microsoft Office programs including Outlook, Word and Excel.
- 2+ years fund development or sales experience.
- Highly organized and strategic with strong critical thinking skills.
- Strong commitment to forward-facing, donor-focused fundraising activities.
- Robust written, oral and organizational skills.
- Team member oriented.
- 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
- Salary: \$20.00 - \$23.00 per hour

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